Introduction

Thank you for registering to participate in Pi Kappa Alpha’s International Work Day! In this guide you will find information to assist you with organizing a successful Work Day event. If you have questions regarding any of this information, please contact the real estate department at (901) 333-2787 or via e-mail at realestate@pikes.org. Additional resources and information regarding real estate are also available through the real estate resources section at [www.pikes.org/realestate](http://www.pikes.org/realestate).

Planning Guide

Your Work Day event should be used as an opportunity to improve alumni relations, rejuvenate pride in the chapter house, and accomplish needed work or improvements to the chapter’s property. Remember, from start to finish, this project should be a joint effort between the house corporation and chapter to work together on planning and implementation*.*

Tip for a Successful Event

* **Make sure the property is presentable.** Before your event, repair any minor damage and conduct a routine cleaning of the house and yard; you want to show that the chapter is responsible. If the simple things are not taken care of, the alumni are going to be displeased and possibly reluctant to put many resources into improving the property.
* **Be prepared for bad weather.** Some projects can still be done in bad weather but be mindful of the safety and comfort of your volunteers. Begin watching the weather forecasts at least a week ahead of time and have some alternate projects planned in case bad weather ensues. Depending on the nature of certain projects, like painting, be prepared with materials to cover up and protect the work you’ve completed as well as your tools and equipment.
* **Safety is the top priority.** All committee members and project chairmen should be instructed to keep a focus on safety throughout the day. It is suggested that these people keep a phone with them, accompanied by a list of emergency numbers. Volunteers should also know the location of a well-equipped first aid kit.

Try to avoid projects that involve getting on the roof or being high off the ground. Be aware of electrical power lines, both above and below ground. If any of your projects involve digging, with sufficient notice your local utility company will come out at no cost to mark where any underground utilities are located. Be cautious of electrical power tools and extension cords, especially if there is a chance for exposure to moisture. If people are outside and lightning threatens, it is recommended that you move them inside immediately.

It would be a good idea to have plenty of extra protective eyeglasses or goggles available, as well as some inexpensive gloves for those who forgot these items. Finishing your day safely should be your number one goal.

Preparation Schedule & Checklist

Step 1 (~90 Days in Advance)

* **Decide on a date**. The house corporation and chapter should discuss and decide this together. Instruct members to leave the date of your Work Day open.
* **Invitation to alumni**. Your alumni have a lot going on, so this communication should be sent at least 90 days prior to the event. A list of all your chapter alumni, as well as a list of all alumni within a certain radius, can be provided upon request to your chapter president if your chapter is in good standing with the International Fraternity.
* **Appoint a committee**. This committee should include the house manager, as many students as needed, and at least one house corporation officer.
* **Appoint subcommittees**. A sample list of these committees could consist of supplies, food, recruitment, and documentation committees with chairmen for each.

Step 2 (~60 Days in Advance)

* **Choose project(s) for your event(s).** Make sure it, or they, are easily attainable within the time frame of your agenda and available resources. See *International Work Day Sample Projects* on [www.pikes.org/realestate/iwd](http://www.pikes.org/realestate/iwd) for ideas.
* **Create your event agenda.** A sample can be found on page 6 of this planning kit.
* **Create a supply list.** Project chairmen should submit a list of all materials, tools, and food/refreshments needed and their estimated cost to the house manager.

Step 3 (~30 Days in Advance)

* **Check on availability of supplies**. The supplies committee should make sure your local hardware store, etc. has the needed materials for your event.

* **­­­Individual project agenda**. Project chairmen create a detailed agenda for their project and list the tasks that can be delegated out on Work Day.

Step 4 (~2 Weeks in Advance)

* **Contact alumni.** The recruitment committee should follow-up and personally invite alumni who haven’t responded to the initial communication. You may choose to do this either by email or phone.
* **Get chapter members’ commitment to participate**. Review in detail your Work Day agenda at a chapter meeting. Express the importance of attending as not only enhances the property, but it is also an alumni relations event. Get firm commitments from each person to participate.

Step 5 (Week of Event)

* **Pick up event supplies**. Tools, materials, etc.
* **Joint meeting of all committees**. Go over the day’s agenda and identify any final needs, etc.
* **House cleaning.** All members should help in cleaning their rooms, common areas, yard, etc. Clear clutter by donating the things that you no longer need to your local Goodwill. **Guests DO NOT want to clean up your house!**

Step 6 (Within 2 Days of Event)

* **Purchase/rent remaining supplies and prepare the food that you can.**
* **Begin set-up work.** Put out what you can without risking theft or weather damage.

Step 7 (Day of Event)

* **Morning meeting of all committees**. Make sure all details are covered and send a reminder to all chapter members reminding them of the event.
* **Execute the agenda**.
* **Prepare and serve food**. The food committee should keep the drink dispensers full and should prepare the food in advance so it’s ready when that portion of the agenda is reached.
* **Documentation committee.** Sees that each alumnus and student signs-in on the attendance sheet, giving all needed information. Photographs of the event are taken with emphasis on action type photos of the work being done and people enjoying themselves.

Step 8 (Immediately Following Event)

* **Send thank-you notes to alumni** **and guests**.
* **Complete and send follow-up information to International Fraternity*.*** A member of the documentation committee should fill out the *Work Day Completion Form*. This form can be found at [www.pikes.org/realestate/iwd](http://www.pikes.org/realestate/iwd), then return it, along with all other required items, to the real estate department within 14 days of your event.
* **Write an alumni newsletter article**. A documentation committee member should quickly write an article (while the experience is fresh in their mind) for the next issue of your alumni newsletter.

Sample Agenda

Be sure to examine the checklist. It provides a more thorough explanation of these agenda items. Remember that proper planning is the key to having a successful event.

Sample Committees

**Back Deck Renovation**

* Chairman: Mark.
* Members: Ben, Michael, Bobby, and David.

**Chapter Room Painting**

* Chairman: Jason.
* Members: Andrew, Paul, Matthew, and Philip.

**Landscaping**

* Chairman: John.
* Members: Jim, Joseph, Archie, and Ricky.

**Food Committee**

* Chairman: George.
* Members: Abraham, Theodore, Bill, and Hank.

**Documentation Committee**

* Chairman: Fred.
* Members: Harry, Blaine, Zach, and Kyle.

**Supplies Committee**

* Chairman: Jared.
* Members: Chase, Nate, Dan, and Caleb.

Timeline

**8:30 am - Morning Committees Meeting.** Go over all details of the day and make phone calls to committee leaders, reminding them what they should bring.

**9:00 am - Prepare for Organizational Meeting**. Set out breakfast food and drinks, put out attendance/sign-in sheets, post the large general agenda for all to see, and remind everyone to greet the alumni when they arrive.

**9:30 am - Organizational Meeting.** This is the start time for those not involved with organizing the event. Since this is the first thing the attendees are going to experience, it is essential that a good impression be made. Your actions should convey the fact that you’re highly organized and there is confidence in the day’s plan. After the formal welcome and introductions, the agenda should be reviewed, including a brief description of each of the planned projects that always emphasizes safety.

During this meeting you will announce the previously decided team assignments. While people are being welcomed and the organizational meeting is taking place, the project leaders should be meeting on the side to decide where the unexpected “walk-ups” will be assigned and whether there are enough of them to warrant the placement of one or more of the lower priority projects on to the day’s agenda. Conversely, if fewer people have shown up, decisions must be made about the need to remove a project from the agenda and the reassignment of those team members. Assignments should be announced, and everyone should be directed where to go to begin with their project leader.

**10:00 am - Projects begin**. Remind everyone that the project leader is the foreman of that project. The project leader should assume that his team members know nothing about what they’re supposed to do or how to handle tools, etc. He should plan on being a teacher as well as a coach. Again, safety should be the theme of the day.

**12:30 - Prepare and serve the food** **(lunch served at 1pm and dinner by 6pm).** Someone should keep an eye on the drink dispensers throughout the day. The food should be prepared well enough in advance so it will be ready when that portion of the agenda is reached. See the portion of the instructions *Food and Drinks*.

**6:00 pm - Clean-up**. Remember, the day’s work is not done until the cleaning is finished, and everything is put back where it belongs.

### Food and Drinks

While you don’t want to weigh down your volunteers with so much food and drink that they become unproductive, don’t underestimate the positive affect it can have on their attitude, especially given the fact that they’re volunteering their time. A working lunch of sorts would be best, so momentum isn’t lost amongst too much food and socializing. Try “brown bag” lunches that are prepared ahead of time; that will make clean up efficient as well. A few well-located drink dispensers with sleeves of disposable cups are probably the most cost-efficient method of keeping people hydrated throughout the day. Hydration is best accomplished with non-caffeinated and nonalcoholic drinks. The use of alcohol is strongly discouraged and may be prohibited in some cases. Finish the day strong with a hearty meal where everyone can unwind and see the accomplishments of the day.

Sample Work Day Menus

* Breakfast
* Granola Bars, Fruit, Muffins, Donuts
* Coffee with sugar and cream available
* Juice
* Lunch (bagged)
* Sandwich (PB & J are easy to prepare ahead of time)
* Individual bag of chips
* Individually wrapped dessert
* Coke/Dr. Pepper/Sprite/Water
* Dinner (buffet style)
* BBQ Sandwiches, hamburgers, or hotdogs
* Coleslaw
* Baked Beans
* Potato Salad
* Dessert (cookies or brownies)
* Dinner (budget menu)
* Chili
* Grilled Cheese Sandwiches

No matter what food you choose to serve you will need plates (and potentially bowls), silverware, napkins, cups, and ice. Water should be available throughout the day whether it is provided by a dispenser or bottles.

Remember that food can be a big cost associated with Work Day. To help offset this cost, ask those who will not be able to attend to donate a food item. Ask people to bake and wrap cookies and brownies. Recruit others to help prepare and stuff the bagged lunches.

Include a list of all the supplies for the projects as well as food that you will need to complete Work Day on your letter to alumni and guests. Let them know that if they can not attend the event, that their chapter and house corporation would very much appreciate any help that they could provide in obtaining items from the list. Treat those who donate supplies or money the same as those who attend by sending them a thank you letter and informing them of the projects completed at the event.