



**Executive Office Services Overview**

Office (404) 378-3164; Fax (404) 373-0084

	<p>Accounts Payable - Sorority AmEx Coding Questions Budget Expense Report Questions Financial Report Questions for GC, DTDs, EO, Committees Visa Cardholder Questions/New Cards <i>Backup for:</i> Chapter Audits Support Chapter Billing Information</p>	<p>Financial Budgeting &amp; Reporting Coordinator <b>Deborah Easler</b> <a href="mailto:deasler@alphadeltapi.com">deasler@alphadeltapi.com</a> Ext. 105</p>
	<p>Chapter Audits Chapter Accounting &amp; Billing Financial Questions Relating to Chapters OmegaFi Questions/Instruction &amp; Policy</p>	<p>Chapter Accounting Coordinator <b>Katherine Nally</b> <a href="mailto:knally@alphadeltapi.com">knally@alphadeltapi.com</a> Ext. 132</p>
	<p>Accounts Payable - IHC Account Receivable Questions Chapter &amp; Individual Badge Order Chapter Billing Information – Deborah is backup Deposits - Cash Receipts iMIS Financial Questions Loan Payments/Questions – Shauna is backup Pi Portal Payments ReMember Dues Questions Square Support</p>	<p>Accounting Operations Coordinator <b>Kamari Rainge</b> <a href="mailto:krainge@alphadeltapi.com">krainge@alphadeltapi.com</a> Ext. 117</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Leadership Services</b></p>	<p>Fraternity Health and Safety Initiative Program Greek Advisors Individual Awards (Palmer, Stafford, Shaw, Boatright, Mason) LC Schedule and Related Matters <i>Backup for: Executive Director</i> <i>Leadership Services Department</i></p>	<p>Leadership Services Manager <b>Annie Hardie</b> <a href="mailto:ahardie@alphadeltapi.com">ahardie@alphadeltapi.com</a> Ext. 161</p>
	<p>Curriculum Requests Education and Leadership Initiatives Emerging Leader Program</p>	<p>Curriculum Design Coordinator <b>Cristina Perez</b> <a href="mailto:cperez@alphadeltapi.com">cperez@alphadeltapi.com</a> Ext. 112</p>
	<p>Branding (logos, official colors, etc.) Media Approval for Chapters Social Media Management</p>	<p>Marketing Coordinator <b>Liz Jackson</b> <a href="mailto:ljackson@alphadeltapi.com">ljackson@alphadeltapi.com</a> Ext. 106</p>
	<p>ADPi Blog Content Manuals, Website Content, and Form Revision (forms) <i>The Alumnae Chronicle</i> Creation and Distribution <i>The Chronicle</i> Creation and Distribution <i>The Collegiate Chronicle</i> Creation and Distribution</p>	<p>Communications Coordinator <b>Hannah Peterson</b> <a href="mailto:hpeterson@alphadeltapi.com">hpeterson@alphadeltapi.com</a> Ext. 116</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Growth &amp; Development</b></p>	<p>ADPi Expansion Colonization Questions New Chapter Development Team New Chapter Installations NPC Extension Policies Re-Colonization Questions</p>	<p>Growth &amp; Development Manager <b>Jen Dickinson</b> <a href="mailto:jdickinson@alphadeltapi.com">jdickinson@alphadeltapi.com</a> Ext. 108</p>
	<p>Advisory Board Position Openings for Colonies &amp; New Chapters Colonization and New Chapter Support Colony Leadership Consultants Colony Marketing - Social Media and Websites</p>	<p>New Chapter Specialist <b>Anna Kate Sumler</b> <a href="mailto:aksumler@alphadeltapi.com">aksumler@alphadeltapi.com</a> Ext. 121</p>
	<p>Donations to Colonies Expansion, Colonization and New Chapter Support Starting a New Chapter on Campus</p>	<p>Expansion Coordinator <b>Katie Buteau</b> <a href="mailto:kbuteau@alphadeltapi.com">kbuteau@alphadeltapi.com</a> Ext. 119</p>

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<b>Office Services</b>	Arrange Conference Calls – Jen Rockett is backup Executive Office Calendar International Officer Changes/Mail/Supplies Printing, Phone Needs or Questions Schedule Meetings at Executive Office Service/Maintenance issues for MH/EO ReMember Dues Labels Process & IO Payment Tracking Vendors	Office Services Manager <b>Debbie Black</b> <a href="mailto:dblack@alphadeltapi.com">dblack@alphadeltapi.com</a> Ext. 102
	Alumnae Association Certificates Alumnae and Chapter Association Contact Lists Chapter Awards Chapter Disciplinary Correspondence Chapter Leadership Changes House Corporations - directories & support Insurance Certificates & Additional Insured International Officer Directory Changes Licensed Vendors - contract and design approval Prepare FedEx shipments ReMember Dues Thank You Gifts <i>Backup for:</i> Arranging Conference Calls Inactive Membership Status Membership Cancellation Paperwork Member Statistics	Office Services Coordinator <b>Jen Rockett</b> <a href="mailto:jrockett@alphadeltapi.com">jrockett@alphadeltapi.com</a> Ext. 113
	Address Changes Incoming Phone Calls and Postal Mail Member Number Requests Non-ADPi Sorority Magazine Distribution / Questions Potential Member Profile/Legacy Introduction Forms & Procedures (alumnae questions) Scanning Chapter/Alumnae Documents	Customer Service Coordinator <b>Robin Stephens</b> <a href="mailto:info@alphadeltapi.com">info@alphadeltapi.com</a> Ext. 111
<b>Technology Services</b>	Pi Portal - Changes / Modifications / New Features Pride Online - Changes / Modifications / New Features Website Content (other than posted spreadsheets) Website Questions / Problems / Technology / Broken Links	Technology Services Manager <b>Thomas Oates</b> <a href="mailto:toates@alphadeltapi.com">toates@alphadeltapi.com</a> Ext. 120
	Pi Portal - Logins / Reports / Access Pride Online - Logins / Registration Website Content (other than posted spreadsheets) Website Questions / Problems / Technology / Broken Links Website Forms / Surveys	Technology Services Coordinator <b>Wes Shaw</b> <a href="mailto:wshaw@alphadeltapi.com">wshaw@alphadeltapi.com</a> Ext. 133
	Chapter Roster/Questions Data Requests (requests for information/lists) Deceased Member Notifications Labels/Printouts/CDs Member Statistics – Jen Rockett is backup Membership Status ReMember Dues Entries Updates to Database Records (address, name, birthday, etc.) Creates records for Chapters/Provinces/Alumnae & Chapter Associations <i>Backup for:</i> Legacy Verification Pride Online - trouble logging onto website	Database Coordinator <b>Kandi Hammond</b> <a href="mailto:khammond@alphadeltapi.com">khammond@alphadeltapi.com</a> Ext. 124
<b>Housing Services</b>	International House Corporation Questions/Problems – Shauna is backup Lease/Sublease Issues between IHC and Chapters	Housing Manager <b>Cassie Sherry</b> <a href="mailto:csherry@alphadeltapi.com">csherry@alphadeltapi.com</a> Ext. 139

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<b>ΑΔΠ Foundation</b>	Donations/Memorials Philanthropic Contributions Scholarship/Grant Information	<p><b>Jen Webb</b>, Foundation Executive Director <a href="mailto:jwebb@alphadeltapi.com">jwebb@alphadeltapi.com</a> Ext. 122</p> <p><b>Sarah Cone</b>, Director of Annual Giving <a href="mailto:scone@alphadeltapi.com">scone@alphadeltapi.com</a> Ext. 123</p> <p><b>Carter Jaudon</b>, Business Manager <a href="mailto:cjaudon@alphadeltapi.com">cjaudon@alphadeltapi.com</a> Ext. 156</p> <p><b>Liz Loreti</b>, Assistant Director of Development <a href="mailto:lloreti@alphadeltapi.com">lloreti@alphadeltapi.com</a> Ext. 158</p> <p><b>Mary Hollis McGreevy</b>, Development Coordinator <a href="mailto:mhmcgreevy@alphadeltapi.com">mhmcgreevy@alphadeltapi.com</a> Ext. 139</p>
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