

Executive Office Services Overview

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

	WHEN YOU CALL EXECUTIVE OFFICE FOR:	YOU SHOULD ASK TO SPEAK WITH:
	<p>*Note – Annie is backup for most Affinity Programs Convention Locations & Contracts House Corporation & Housing Questions Insurance Issues & Claims Issues to be Discussed with Grand Council Legacy Issues Memorial Gardens Media - Interviews Panhellenic Questions Parents of Members or Potential Members SLT Retreats Staff Issues Vendors</p>	<p>Executive Director Linda Ablard lablard@alphadeltapi.com Ext. 101</p>
Member Services	<p>Alumnae Association Billing Information Alumnae Association Information / Programming / Supplies Alumnae Initiates Legacy Verification (if local search is unsuccessful) – Kandi is backup Membership Cancellation Appeals Pi Portal – Alumnae Associations ReMember Dues Re-instatement Requests <i>Backup for:</i> Potential Member Profile Questions</p>	<p>Member Services Manager Amanda Painter apainter@alphadeltapi.com Ext. 104</p>
	<p>Alpha Member Information and Releases Alpha Member Booklets Badge/Guard/Membership Card Information, Orders & Replacements Initiation Information Membership Cancellation Paperwork Pi Portal - Chapter Statistics and Information Pi Portal - New Member Intake and Payments Transfer Approvals</p>	<p>Collegiate Relations Coordinator Meg Hoffay mhoffay@alphadeltapi.com Ext. 115</p>
	<p>All Calls from Hotels/Convention Centers Convention and Visitors Bureaus - meeting related vendors (AV) Conventions/Leadership Seminars District Leadership Conferences Greek Meetings & Conferences Questions Meals for Meetings at Executive Office SLT Retreats Logistics Travel Arrangement Questions</p>	<p>Meeting Planner Betsy Povolny bpovolny@alphadeltapi.com Ext. 107</p>
	<p>ADPi Historical Information Anniversary Preparation Chapter History Information Donations of Items and Publications to the Archives Tours of Memorial Headquarters and Executive Office</p>	<p>Archivist Karen Reece kreece@alphadeltapi.com Ext. 110</p>

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Financial Services	<p>Accounts Payable Review & Approval Budget Questions - EO Budget & IHC Budget Chapter/HC Loan Applications (How to) Financial Reporting for EO Financial Questions Relating to Sorority GIN System Financial Questions/Development IRS Questions/Problems OmegaFi Reporting/Development/Interface w/iMIS <i>Backup for:</i> Loan Payments/Questions IHC Questions/Problems</p>	<p style="text-align: center;">Controller syork@alphadeltapi.com Shauna York Ext. 103</p>
	<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 style="text-align: center;">Financial Budgeting & Reporting Coordinator Deborah Easler deasler@alphadeltapi.com Ext. 105</p>
	<p>Chapter Audits Chapter Accounting & Billing Chapter Supplies and Ritual Paraphernalia Orders EFML Membership Status Financial Questions Relating to Chapters OmegaFi Questions/Instruction & Policy</p>	<p style="text-align: center;">Chapter Accounting Coordinator Katherine Nally knally@alphadeltapi.com Ext. 132</p>
	<p>Accounts Payable - IHC Account Receivable Questions Chapter & 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 Payment Questions Square Support</p>	<p style="text-align: center;">Accounting Operations Coordinator Kamari Rainge krainge@alphadeltapi.com Ext. 117</p>
Leadership Services	<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 style="text-align: center;">Leadership Services Manager Annie Hardie ahardie@alphadeltapi.com Ext. 161</p>
	<p>Curriculum Requests Education and Leadership Initiatives Emerging Leader Program</p>	<p style="text-align: center;">Curriculum Design Coordinator Cristina Perez cperez@alphadeltapi.com Ext. 130</p>
	<p>Branding (logos, official colors, etc.) Media Approval for Chapters Social Media Management</p>	<p style="text-align: center;">Marketing Coordinator Liz Sobansky lsobansky@alphadeltapi.com Ext. 129</p>
	<p>ADPi Blog Content Manuals, Website Content, and Form Revisions <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 style="text-align: center;">Communications Coordinator Hannah Peterson hpeterson@alphadeltapi.com Ext. 116</p>

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Growth & Development	ADPi Expansion Colonization Questions New Chapter Development Team New Chapter Installations NPC Extension Policies Re-Colonization Questions	Growth & Development Manager Jen Dickinson jdickinson@alphadeltapi.com Ext. 108
	Advisory Board Position Openings for Colonies & New Chapters Colonization and New Chapter Support Colony Leadership Consultants Colony Marketing - Social Media and Websites	New Chapter Specialist Anna Kate Sumler aksumler@alphadeltapi.com Ext. 121
	Donations to Colonies Expansion, Colonization and New Chapter Support Starting a New Chapter on Campus	Expansion Coordinator Katie Buteau kbuteau@alphadeltapi.com Ext. 119
Office Services	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 Vendors	Office Services Manager Debbie Black dblack@alphadeltapi.com Ext. 102
	Alumnae Association Certificates Chapter Awards Chapter Disciplinary Correspondence 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 RFM Statistics <i>Backup for:</i> Arranging Conference Calls Membership Cancellation Paperwork Member Statistics	Office Services Coordinator Jen Rockett rockett@alphadeltapi.com 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 Robin Stephens info@alphadeltapi.com Ext. 111
Technology Services	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 Thomas Oates toates@alphadeltapi.com 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 Wes Shaw wshaw@alphadeltapi.com Ext. 133

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	<p>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</p>	<p>Database Coordinator Kandi Hammond khammond@alphadeltapi.com Ext. 124</p>
<p>Housing Services</p>	<p>International House Corporation Questions/Problems – Shauna is backup Lease/Sublease Issues between IHC and Chapters</p>	<p>Housing Manager Cassie Sherry csherry@alphadeltapi.com Ext. 139</p>
<p>AAPI Foundation</p>	<p>Donations/Memorials Philanthropic Contributions Scholarship/Grant Information</p>	<p>Jen Webb, Foundation Executive Director jwebb@alphadeltapi.com Ext. 122</p> <p>Sarah Cone, Director of Annual Giving scone@alphadeltapi.com Ext. 123</p> <p>Carter Jaudon, Business Manager cjaudon@alphadeltapi.com Ext. 156</p> <p>Liz Loreti, Assistant Director of Development llorete@alphadeltapi.com Ext. 158</p> <p>Mary Hollis McGreevy, Development Coordinator mhmcgreevy@alphadeltapi.com Ext. 139</p>