



# DELTA UPSILON

## INTERNATIONAL FRATERNITY

### FACULTY APPRECIATION RECEPTION

#### PURPOSE

A faculty appreciation reception is a great opportunity to thank any professors or university officials who may have assisted the chapter at any point in the past, as well as to develop new relationships with members of the administration. A reception is a great chance to showcase the accomplishments of the chapter and for university officials to better get to know the chapter members and Delta Upsilon as an organization.

#### WHO SHOULD BE INVITED?

In addition to any administration official or professor who may have attended a program the chapter put on or co-sponsored, the chapter should also invite all fraternity/sorority life office staff, as well as encourage members to invite any professor they wish to develop a relationship with. It may be beneficial for the chapter to specifically encourage associate members to invite at least one professor so they can begin to feel comfortable developing relationships with their professors. The chapter may want to also invite its local alumni advisor to promote the chapter's efforts.

#### HOW TO INVITE FACULTY

Invitations should be printed and delivered in person as opposed to email or simply deposited in a mailbox. (If the faculty member is someone the chapter has a close working relationship with, you may choose to drop the invitation in his/her mailbox, but that should only be done if he/she is unable to be reached in person.) The person delivering the invitation should be the person who has the closest relationship with the faculty/administrator and not just the officer responsible for organizing the event. Invitations should be delivered at least a month in advance and include a way for attendees to RSVP. A follow-up reminder can be sent or delivered a week in advance as a reminder to those who have RSVPed that they will be in attendance or that they might be able to attend.

#### WHERE SHOULD THE EVENT BE HELD?

If the chapter facility is well maintained, the event should be held at the chapter house to showcase the facility, and extra special care should be given to the cleanliness of the facility the week leading up to the event. A chapter facility that is very dirty or falling apart will not encourage continued support of the administration and may alienate potential supporters. If the chapter facility is in disrepair, there is not a facility, or the facility does not have sufficient space, the chapter can reserve a room on campus and bring over DU and chapter memorabilia to decorate the room.

#### WHAT SHOULD THE EVENT ENTAIL?

The chapter should try to schedule the reception at a time when faculty and administrators would likely be finishing up their workday and before they leave to go home, so that attendees don't have to make an extra trip back to campus to attend. The chapter should take into account what the school class schedule looks like. For example, if afternoon classes end at 5:30 p.m., the chapter may want to schedule the event for 6 p.m. to allow professors the best chance of attending.

The chapter should be sure to have a registration table where all guests and chapter members can fill out nametags and sign in. Chapter members need to be sure that they are dressed in business casual at a minimum and are aware that they need to make a conscious effort to interact with the guests as much as possible.

During the actual event, the chapter should have the President or one of the chapter leaders briefly speak to thank everyone in attendance and talk about the purpose of the reception. The chapter may also want to specifically take time to thank specific faculty for any outstanding support they have given to the chapter or highlight any professors who have been involved with a program or project with the chapter.

The chapter should be sure to provide some form of appetizers ranging from small sandwiches to cheese and crackers or chips, depending on the chapter's budget. In addition, the chapter should provide refreshments, such as soda and iced tea. It is important to remember that even for receptions like this, the use of chapter funds to buy alcohol—such as wine—is strictly prohibited and is a violation of Delta Upsilon Loss Prevention Policy.

#### AFTER THE EVENT

After the event, the chapter should send thank-you notes to all faculty/administrators that were in attendance. The chapter should also spend time at the next chapter meeting briefly discussing the event and ways to improve it in the future, as well as any special conversations or opportunities they had as a result of the event.