



Courtesies Committee Operating Procedures

PURPOSE: The purpose of this manual is to outline processes and procedures of the Courtesies Committee.

GOVERNING DOCUMENTS: Alpha Kappa Alpha Constitution & Bylaws, Alpha Kappa Alpha Manual of Standard Procedure and the group/chapter Bylaws.

ROLES & RESPONSIBILITIES: The Courtesies Committee is responsible for receiving and introducing visitors at the Chapter meetings, purchasing gifts, sending cards and/or flowers in recognition of births, deaths, marriages, graduations, and retirements (life events). Any purchases pertaining to courtesies should be referred to the committee. An updated roster of financial members should be given to the committee as early as possible each year. Each chapter member should check these guidelines in order to know when to extend a courtesy. It is the responsibility of each member to notify the Basileus and Courtesies Committee, providing as much pertinent information as possible regarding the need for Courtesies.

Courtesies SUBCOMMITTEES

The Courtesies Committee is divided into the following subcommittees:

- **Hospitality Committee:** This subcommittee is responsible for coordinating the cards that go out to Sorors during life events such as: births, deaths, marriages, graduations, and retirements, but are not limited to just these special occasions. This committee will also be responsible for the bins in our storage and the placement of items for the meeting set up.
- **Visitors:** This subcommittee is responsible for making sure every visiting Soror leaves with a small token of our appreciation.
- **Childcare:** Sorors need to indicate in the evite if they will be accompanied by their child or children. Sorors bringing children will need to sign in their child(ren) by signing each child's name, Sorors' name and number. Sorors' will need to also sign their child(ren) out. Sorors who bring their child(ren) are responsible for snacks and entertainment for their child(ren). The subcommittee will be responsible for coordinating with child sitter, and notifying members 48 hours in advance if childcare is not available so sorors can plan accordingly.
- **Life Events:** This subcommittee is responsible for sending paper/ or electronic cards to active Chapter sorors for their life events.



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ELIGIBILITY FOR COURTESIES

- All financial chapter members shall be eligible for courtesies.
- Immediate family is defined as Mother, Father, Spouse, Guardian, and Children.
- Courtesies will be sent within **72** hours of notification.
- Any courtesies outside these procedures must be approved by the Executive Committee or Chapter members.
- FTD.com is the preferred florist for the chapter

Courtesies

Prayer and Care Events & Courtesies

- Birthday: Card
- Birth or Adoption of a Child: Card
- Wedding: Card
- Graduation: Recognized during the meeting
- New Job and Promotion: Recognized during the meeting
- New Home: Recognized during the meeting
- Retirement: Recognized during the meeting
- Illness, Injury and Surgery: Card
- Death of a family member: Card
- Death of an active member: Flowers
- Death of a charter member: Flowers and Card
- AKAversary: Recognized during the meeting
- New Silver (25), Life (25) Golden (50), Pearl (65) and Diamond (75): Card
- AKA or Public Dignitary/Special Guest: Gift
- Outgoing Group/Chapter President: Gift

Birthdays

- a. A greeting card will be sent to chapter members for birthdays

Birth or Adoption of a Child

- a. A gift certificate in the amount of twenty-five (25) dollars shall be given by the chapter to a soror at the birth and/or adoption of her first child.



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b. A congratulatory card will be sent to sorors for children born after the first child. This applies to all incoming sorors.

Weddings

- a. A gift certificate in the amount of twenty (25) dollars shall be given by the chapter to a soror for her first marriage.
- b. A congratulatory card will be sent to sorors for their second, third, etc. marriages.

Retirements

- a. Recognized in the meeting

New Job or Promotion

- a. Recognized in the meeting

New Home

- a. Recognized in the meeting

Graduation

- a. Recognized in the meeting

New Diamond, Pearl, Golden, Life and Silver Members

- a. A greeting card will be sent to chapter members who reach these milestones

AKA Anniversaries

- a. A digital greeting card shall be sent to all chapter members for their AKA anniversary.

AKA or Public Dignitary/Special Guest

- a. A gift not to exceed fifty (50) dollars shall be given to all AKA or Public Dignitary/Special Guest

Outgoing Officers

- a. A gift not to exceed one hundred (100) dollars shall be given to all outgoing presidents.

Illness, Injury and Surgery

- a. Life event card
- b. Life event card

Death of Financially Active Members of the Chapter



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The immediate family of a financially active soror who becomes an Ivy Beyond the Wall shall receive an expression of sympathy. The chapter shall provide the following:

- a. The chapter shall send a floral arrangement or make a contribution not to exceed seventy-five (75) dollars for the soror's immediate family or contribute to a memorial fund or foundation of the family's choice. All floral arrangement costs should include taxes, delivery and shipping and handling.
- b. A resolution in commemoration of her life to be prepared and presented by the Chapter Basileus and Grammateus at a designated time requested by the family.

In the event:

- a. The immediate family of the Ivy Beyond the Wall requests, as an expression, a commemorative salute (i.e. monetary contribution to a specific individual, organization, church, etc.) the chapter shall comply accordingly. All monetary requests shall not exceed the allotted amount specified for an active member. In addition to the commemorative salute, the chapter shall send a floral arrangement, not to exceed the amount specified for an active member.

If the Ivy Beyond the Wall does not have immediate family and there is not a written will that designates a commemorative salute, the chapter shall send a floral arrangement, not to exceed the amount specified for an active member, or make a financial contribution, not to exceed the amount specified for an active member, to the person responsible for the final arrangements.

Death of Financially Active Charter Members or Original Pearl of the Chapter

The immediate family of a financially active Charter Member, who becomes an Ivy Beyond the Wall shall receive an expression of sympathy. The chapter shall provide the following:

- a. The chapter shall send a floral arrangement or make a contribution not to exceed three hundred (300) dollars for the soror's immediate family or contribute to a memorial fund or foundation of the family's choice. All floral arrangement costs should include taxes, delivery and shipping and handling.
- b. A resolution in commemoration of her life to be prepared and presented by the Chapter Basileus and Grammateus at a designated time requested by the family.

Death of Family Members of Financially Active Members of the Chapter

Financially active sorors who have a death in the immediate family (Mother, Father, Spouse, Guardian, and Children) shall receive an expression of sympathy.

- a. The chapter shall send a floral arrangement not to exceed seventy-five (75) dollars for the family. All floral arrangement costs should include taxes, delivery and shipping and handling.

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- b. Other family members will be shared monthly in chapter meetings

Death of an Inactive Chapter Charter Member or Original Pearl

The family of a chapter charter member who becomes an Ivy Beyond the Wall will receive a donation of \$75 or a \$75 donation in the name of the deceased to the organization of their choice or a floral arrangement not to exceed \$75, inclusive of taxes, delivery fees, shipping and handling. Please note:

- Immediate Family is defined as Mother, Father, Spouse, Guardian, and Children.
- In the event there is a request to not send a floral arrangement, the amount specified for the floral arrangement may be sent to a separate entity of the immediate family's choice.

Prayer and Care Request Form

https://docs.google.com/forms/d/1Kvpo_yw-OAG7i-gHfAMZWmt8O8PVyPGaLEpygfbFfjU/edit

- When an event occurs, group/chapter sorors are to submit a Prayer and Care form via the Members Only page of the group/chapter website.
- Each Courtesies Committee member will receive an email when a request is submitted.
- The Courtesies Committee has access to the spreadsheet attached to the form that contains a running list of all requests submitted.
- New Courtesies Committee members will need to be added and former committee members removed from receiving notifications as needed.

Monthly Meeting Room Set-Up

Fellowship Hall

- Set up sign in sheets
- Podium at the front of the room
- Boxes with items we need (Sign-in sheets, tablecloths, etc.)
- Set up audience tables and chairs
- Up front facing audience - Right Side A Executive Committee 1 Table: President, VP and Parliamentarian. Technology behind this table

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Up front facing audience - Left Side B Executive Committee 1 Table: Standards, Finance, Secretary

- See the Technology Operating Procedures for technology needs

Sanctuary

- 2 tables for the Executive Committee
- Podium at the front
- Boxes with items we need that contain the sign-in sheets and tablecloths
- See the Technology Operating Procedures for technology needs

2026 Meeting Courtesies Sign-Up

https://docs.google.com/spreadsheets/d/1kn_QILwqZDHYo5XnJIWAPoFrvMWzIN387B6SX7LB_F3Y/edit?gid=0#gid=0

- Sorors should sign up via this sheet to volunteer to help set-up and break-down for group/chapter meetings.
- Courtesies Committee members should sign up also.

Visitors

- All visitors will be asked to sign-in and provide contact information (name, address, email address, phone number, initiation date, last active chapter, and financial card number)
- Visiting sorors will be acknowledged during the chapter meeting
- They will receive a welcome gift or a card

Childcare

- Must be available from 10:00 AM - Noon
- Must love children and have experience with childcare/babysitting
- Compensation: It depends on the soror, Hostess does inquire about interests, so sorors can provide
- Send a picture and biography
- Sitter must have 2 references for services, unless Soror refers them

Refreshments

- Served at monthly meetings in the fellowship hall. Not served when meeting in the sanctuary.

Sisterly Care for Our Golden, Pearl and Diamond Sorors



Alpha Kappa Alpha Sorority, Incorporated®

Alpha Delta Chi Omega

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- Conference financial support of \$50, if monies are available
- Preferred seating at monthly meetings

Kourtesies Korner

- Section in the Ivy Vine Newsletter

[Inventory](#)