

## ASK THE STAFF

Here is a list of commonly asked questions and which staff member is the best person to ask. Besides the e-mail addresses, each person is available at 319-337-4811.

Debra@deltachi.org (Debra Bilskemper - Secretary) Ph Ext 121

"We need a Certificate of Insurance for a special event."

Quarterly submissions/questions

Award applications (did we receive them?, deadlines, send another copy)

Board of Regents motions - results

"I haven't received my shingle" – (Chapters A-K)

Check on permission to initiate– (Chapters A-K)

PeterL@deltachi.org (Peter Lane – Director of Expansion & Colony Operations) Ph Ext 111

Convention

Expansion

Colonies

Chartering

Budgeting

Support alumni at the chapter level

RayG@deltachi.org (Ray Galbreth - Executive Director) Ph Ext 110

Delta Chi Law questions

General questions

Alumni questions

Alumni Chapters

KarlG@deltachi.org (Karl Grindel – Assistant Executive Director) Ph Ext 118

Incident Reports (When in doubt, report it!!)

Risk Management questions

Responsible Alcohol Management

Chapter Standards

Size, GPA, etc.

Key Program

Claudia@deltachi.org (Claudia Jansenius - Clerk) Ph ext 120

Address changes, supply orders, officer changes

Printout/label orders

Farewell & Parting information for the Quarterly

"Could you please give me the phone number/address for the North/South Chapter?"

Alumni Ceremony supplies

ZacC@deltachi.org (Zac Cole - Director) Ph ext 114

Chapter Services

When are we getting a visit?

Programming (Rush, Finances, AM Program, etc.)

Leadership College, "A"s' Academy

Marge@deltachi.org (Marge Lee - Office Manager) Ph ext 123

Chapter financial account with Delta Chi questions – (Chapters L-Z)

"How much do we owe?" – (Chapters L-Z)

"Help me understand our bill"– (Chapters L-Z)

"I haven't received my shingle"– (Chapters L-Z)

Check on permission to initiate– (Chapters L-Z)

Anne@deltachi.org (Anne Schulte - Office Assistant) Ph ext 122

"What is the balance/next payment/etc. on our housing loan?"

"Please send us a housing loan application."

Chapter financial account with Delta Chi questions– (Chapters A-K)

"How much do we owe?" – (Chapters A-K)

"Help me understand our bill"– (Chapters A-K)

In reality, any of us can take a supply order or an address change or answer general questions and we will be happy to do so. Directing your inquiries as indicated above will just help insure the highest level of service.