

**Alpha Kappa Alpha Sorority, Inc.
Gamma Delta Omega Chapter
Portsmouth, Virginia**



**2011-2012
Debutante-Elect Handbook**

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INTRODUCTION

What is a Cotillion? Our Cotillion is a formal ball sponsored by Gamma Delta Omega Chapter of Alpha Kappa Alpha Sorority, Inc. where young women are introduced to society by their parents or guardians. It is the culmination of five months of education, cultural, and community service activities that will enhance their lives. This handbook is designed to provide pertinent information to Debutantes-Elect, parents, and guardians. Information will also be provided to escorts and their parents. Debutantes-Elect should choose a young man who will enhance her qualities as she is presented to society. This handbook also emphasizes specific rules and regulations governing the Cotillion and all activities involved.

The success of the Cotillion depends upon the full cooperation of all participants. Our activities are carefully planned and selected so that the Debutante-Elect will have the opportunity to maximize viable learning experiences. Together, we can add a new dimension of personal and social awareness for each participant.

The members of Gamma Delta Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated, are committed to making this a noteworthy and a memorable experience for you and your family.



DEBUTANTE QUALIFICATIONS AND RESPONSIBILITIES

- ♥ She must be a graduating high school senior with a minimum grade point average of 2.5.
- ♥ She must pay the non-refundable commitment fee and meet other financial obligations as required.
- ♥ She, along with her escort, must attend rehearsals and arrive on time.
- ♥ She must adhere to the rules and regulations set by Gamma Delta Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated.
- ♥ She must be in good standing in her school and community.
- ♥ She must not be a mother.
- ♥ She must not now be **or** become pregnant during the cotillion season.
- ♥ She must complete an application and biographical sketch.
- ♥ She must submit a participation agreement signed by her parent(s) or guardian(s).
- ♥ She must participate in Cotillion activities.
- ♥ She must be amenable to acquiring characteristics and qualities that would lend themselves to desirable social behavior.

Message to the Debutantes-Elect

It is an honor and pleasure to welcome you as a participant in the 30th Annual Debutante Cotillion “A Pink and Green Fantasy.” It is with great pride that Alpha Kappa Alpha Sorority, Incorporated, Gamma Delta Omega Chapter presents this annual Debutante Cotillion. It is through the diversified planning of activities that we expand your personal goals, self worth and self esteem. In return we expect from all participants (debutantes and escorts) total commitment to the program, self respect and respect for others.

Inappropriate behavior/conduct or bad language is unacceptable and will not be tolerated. If for any reason a Debutante-Elect wishes to withdraw, she and her parent/guardian must notify the chairman by telephone and immediately follow up with written correspondence.

Thank you for your interest in participating as a 2011-2012 Alpha Kappa Alpha Sorority, Incorporated Debutante. We look forward to a wonderful cotillion season. You will have many opportunities to learn and have fun. With your full commitment, we expect great success as you emerge as ladies of tomorrow. If you have any questions and/or concerns, please do not hesitate to contact me or the appropriate Co-Chair listed in the Appendix A.

Dr. Rosalynn L. Sanderlin
Cotillion Chairman

Mrs. Shenay Lewis Smith
Cotillion Co-Chairman

The Debutante Season

Debutante-Elect activities begin with the Orientation and culminate the night of the Cotillion. Attendance at Orientation is a requirement for all Debutantes-Elect or their parents if the Debutante-Elect is unable to attend. Escorts and their parents are invited to attend Orientation as well. Basic information, questions, concerns and comments are addressed during the Orientation. Attendance at Orientation can possibly alleviate future concerns or questions. Debutante activities are planned so that social grace, cultural awareness, acceptance of responsibility and oral expression are enhanced.

Gamma Delta Omega Chapter places special emphasis on all of the planned events; therefore, debutantes should strive to attend all planned events by reviewing the schedule of activities and placing them on their personal calendars. The success of the Debutante season depends on the cooperative efforts of all involved. We hope that this experience will be added to your list of most memorable and rewarding events in your senior year.

2011-2012 DEBUTANTE ACTIVITIES

Orientation	Sunday, October 16, 2011 Cradock Middle School 5:00 PM Debutantes-Elect, Parents, Escorts & Parents
Parent Financial Workshop/Dress Fitting Measurements taken for Debutante Gown 1st Payment Due – (50% price of gown)	Sunday, October 30, 2011 Cradock Middle School 3:00 PM Debutantes-Elect & Parents
Debutante Meet & Greet Luncheon	Sunday, November 6, 2011 Dr. Tamara Jones (Home) 4001 Estates Lane Portsmouth, VA 23703 (2:00 PM - 4:30 PM) Debutantes-Elect & Members of GDO
Decorating for Christmas (Community Service Activity)	Saturday, November 19, 2011 Ronald McDonald House 10:00 AM Debutantes-Elect & Escorts
Olde Towne Holiday Music Festival-Caroling (Community Service Activity)	Saturday, December 10, 2011 In front of the Ntelos Store 700 Block of High Street 12 noon – 6:00 p.m. Debutantes-Elect, Escorts & Members of GDO
Santa's Workshop (Community Service Activity)	Saturday, December 17, 2011 Old Home Quarters (HQ) in VA Beach Time: TBD Debutantes-Elect & Escorts
Deadline for Escorts, Fathers/Presenters To Order Tuxedos	Monday, November 28, 2011 – Saturday, December 31, 2011 <u>DEADLINE- Saturday, December 31, 2011</u> <u>After Dec 31, a late fee of \$25 will be charged</u>
	Phillip Michael Fashion for Men Ms. Kim Rivera Chesapeake Square Mall 4200 Portsmouth Blvd Chesapeake, VA 23321 10:00 AM – 7:00 PM (757) 488-5886 Presenters (Fathers/Guardians) & Escorts

1st Collection for Ads & Patrons	Sunday, January 8, 2012 Home of Mrs. Calsine Jones 3:00 PM – 6:00 PM Parents & Debutantes-Elect
Talent Show Rehearsal	Tuesday, January 10, 2012 Cradock Middle School 5:30 PM Debutantes-Elect
Talent Show Rehearsal	Tuesday, January 12, 2012 Cradock Middle School 5:30 PM Debutantes-Elect
Talent Show Rehearsal	Tuesday, January 17, 2012 Cradock Middle School 5:30 PM Debutantes-Elect
Talent Show Dress Rehearsal	Thursday, January 19, 2012 Cradock Middle School 5:30 PM Debutantes-Elect
Talent Show	Friday, January 20, 2012 Cradock Middle School 6:00 PM – 8:00 PM Debutantes-Elect, Escorts and Parents
Final Debutante Gown Payment (Remaining balance on gowns due)	Tuesday, January 24, 2012 (By 5:00 pm on January 24, 2012) Queen’s Bridal & Tuxedo Newport News, VA 23601 Telephone (757) 827-3254 Debutantes-Elect & Parents
Debutante & Escort Workshops	Saturday, January 28, 2012 Portsmouth Social Service Building 9:00 AM Debutantes-Elect & Escorts
Debutante & Escort Photo Session 2nd Collection of Ads/Patrons	Sunday, January 29, 2012 Home of Mrs. Eartha Garrett (757) 686-5422 2:30 PM – 6:00 PM Debutantes-Elect & Escorts
February Cotillion Rehearsal(s)	Jan 31 & Feb 2, 7 & 9, Feb 14 & 16, 21 & 23, 28, 2012 Cradock Middle School Portsmouth, VA 23704 4:30 PM – 7:00 PM

	Debutantes-Elect & Escorts
3rd Collection for Ads & Patrons	Date Updated Saturday, February 11, 2012 12 Noon – 2 p.m. Home of Mrs. Calsine Jones Parents & Debutantes-Elect
Final Collection for Ads & Patrons	Sunday, February 19, 2012 Home of Mrs. Calsine Jones 3:00 PM – 6:00 PM Parents & Debutantes-Elect
March Cotillion Rehearsal(s)	March 1, 6 & 8, 13 & 15, 20 & 22, 27, 2012 Cradock Middle School Portsmouth, VA 23704 4:30 PM – 7:00 PM Debutantes-Elect & Escorts
Deadline for Scholarship Applications	Thursday, March 1, 2012 Cradock Middle School Cotillion Rehearsal 4:30 PM – 7:00 PM
Church Worship	Sunday, March 18, 2012 Calvary Evangelical Baptist Church 205 Gust Lane Portsmouth, VA 23702 9:45 AM – 12:00 Noon Debutantes-Elect, Parents & Escorts
1st Fitting – Debutante Gowns	Queen’s Bridal & Tuxedo Newport News, VA Date: TBD 3:00 p.m. Parents & Debutantes-Elect
2nd Fitting – Debutante Gowns	Queen’s Bridal & Tuxedo Newport News, VA Date: TBD 3:00 p.m. Parents & Debutantes-Elect
Escorts, Fathers/Guardians Pick up Tuxedos	Wednesday, March 28, 2012 10:00 AM - 7:00 PM Phillip Michael Fashion for Men Escorts & Fathers/Guardians

Cotillion Dress Rehearsal

Thursday, March 29, 2012

Willett Hall

Debutantes-Elect & Escorts arrive at 4:30 PM

Parents, Guardians & Presenters arrive at 6:30PM

COTILLION

Saturday, March 31, 2012

Willett Hall

3701 Willett Dr

Portsmouth, VA

Debutantes-Elect arrive at 2 PM

Escorts arrive at 4:30 PM

Parents, Guardians & Presenters arrive at 5 PM

Cotillion Close Out Meeting
(Pictures, Videos & Evaluations)

Sunday, April 27, 2012

Cradock Middle School

3:00 p.m.

Debutantes, Escorts & Parents

DEBUTANTE ELECT FEE(S)

Debutante-Elects are required to pay a **non-refundable** commitment fee of \$200.00 plus participate in fundraising activities raising a minimum of \$800.00. The commitment fee is due no later than the Orientation. Funds attained through fundraising may be paid in installments according to the established payment timeline and reporting procedures.

NOTE: Alpha Kappa Alpha Sorority, Incorporated, Gamma Delta Omega Chapter, reserves the right to request the withdrawal of any debutante who does not adhere to the foregoing regulation or any other regulation which jeopardizes the welfare of our organization. **No portion of the fee will be returned to the debutante. All monies are non-refundable whatever the reason for the withdrawal.**

Funds reported must be in cash, money order, certified or company checks. No personal checks will be accepted for ads and patrons. A \$25.00 fee will be charged for returned checks regardless of the reason for the return.

The debutante elect commitment fee includes the following:

1. Complimentary tickets to the debutante presentation
2. Arm Bouquet
3. Corsages for the Mothers and/or Guardians
4. Boutonnieres for the Escorts, Fathers, Guardians or Presenter
5. Fees for Special activities events
6. Copy of Cotillion on DVD or video
7. Cotillion Awards
8. Group picture of Debutantes and Escorts

Timeline for collection of fees:

Sunday, January 8, 2012	1st Collection of Ads and Patrons
Sunday, January 29, 2012	2nd Collection of Ads and Patrons
Sunday, February 12, 2012	3rd Collection of Ads and Patrons
Sunday, February 19, 2012	4th and <u>FINAL</u> Collection of Ads and Patrons

All Debutantes-Elect are expected to adhere to the timeline. No debutante elect will be presented if all fees are not paid.

SOUVENIR JOURNAL

The Souvenir Journal provides a visually lasting memory of the Debutante Cotillion. Hence, it is important for this document to be a product of quality – one that may be treasured for years to come. This is a publication in which parents, relatives, friends, and businesses have the opportunity to express their thoughts about their special debutantes and, in some instances, advertise their business.

Debutantes-Elect will be given appropriate forms as well as a documented letter granting them permission to secure ads and patrons. It should be noted that the **debutante elect who raises the most funds over \$1,500 will be crowned MISS COTILLION.**

MONETARY AWARDS

All Debutantes-Elect are eligible to compete for the monetary awards

MISS COTILLION

Debutante Elect submitting the largest amount of money over \$1,500.00

FIRST RUNNER-UP

Debutante Elect submitting the second largest amount of money over \$1,500.00

SECOND RUNNER-UP

Debutante Elect submitting the third largest amount of money over \$1,500.00.

THIRD RUNNER-UP

Debutante Elect submitting the fourth largest amount of money over \$1,500.00.

SPECIAL AWARDS

MOST CONGENIAL – Gift

(The Barbara B. Watford Award)

Selected by the Debutantes-Elect

MOST COOPERATIVE - Gift

(The Laura J. Williams Award)

Selected by the Debutante Cotillion Special Activities Committee

MOST SCHOLASTIC – Gift

(The Edna H. Corbett Award)

Debutante Elect with the highest grade point average

NOTE: The Cotillion is not a fundraiser for our chapter. Monies are used to defray the cost of the expenses of the Cotillion. Souvenir Journals will be distributed at the Cotillion.

DEBUTANTE COTILLION ATTIRE

All Gowns will be purchased from: Queen's Bridal & Tuxedo & Tuxedo
954 J Clyde Morris Blvd, Unit 103
Newport News, VA 23601

Measurements/Deposits for Gown due: Sunday, October 30, 2011
Final Payment Due no later than Tuesday, January 24, 2012
by 5:00 p.m. at Queens Bridal and Tuxedo

DEBUTANTES-ELECT will wear:

- ♥ White long formal gown with full skirt, crinoline, and short or off-the-shoulder sleeves
- ♥ White single string pearl necklace
- ♥ White button pearl earrings
- ♥ White formal elbow gloves
- ♥ White fabric pumps (heel and toe must be closed) /off white pantyhose
- ♥ White long-line strapless bra (not included in package from Queens' Bridal
- ♥ Hair must be neat, clean and well-groomed.

PRESENTERS/ESCORTS TUXEDO RENTAL INFORMATION:

Phillip Michael Fashion for Men
Chesapeake Square Mall
4200 Portsmouth Blvd
Chesapeake, VA 23321
(757) 488-5886
Ms. Kim Rivera. Manager
10:00 AM – 7:00 PM

All measurements must be made between November 28, 2011 to Saturday, December 31, 2011. Payments made after December 31, 2011 will incur a late fee of \$25.00. Tuxedos must be picked up on Wednesday, March 28, 2012 by 7:00 PM

FATHERS/PRESENTERS will wear (Tuxedo Rental \$103.17 including taxes)

- ♥ One Button Black Roll Tux coat, Black formal trousers (#820)
- ♥ White wing collar shirt
- ♥ Black cummerbund and Bowtie
- ♥ Black Onyx jewelry
- ♥ Black lace up formal shoes
- ♥ Black socks (must furnish your own)
- ♥ Hair must be neat, clean and well-groomed
- ♥ No earrings or ornate jewelry (large gold chains, etc.)

ESCORTS (Tuxedo Rental \$103.17 including taxes)

- ♥ Classic Tailcoat, Black Formal Trousers (#882)
- ♥ White Pique Wing collar Shirt
- ♥ White Vest & Bowtie
- ♥ White gloves (provided by sorority)
- ♥ Black Jewelry
- ♥ Black lace up Formal shoes
- ♥ Black socks (must furnish your own)
- ♥ Hair must be neat, clean and well-groomed
- ♥ No earrings or ornate jewelry (large gold chains, etc.)

MOTHERS/GUARDIANS

- ♥ Long formal or Tea length Gown (Solid white is not recommended)

GUESTS

- ♥ Formal wear preferred but not mandatory
- ♥ Ladies (long or tea length gown; color optional)
- ♥ Men (Dark suit or Tuxedo)

SCHOLARSHIP INFORMATION

In order to be considered for scholarship awards, a young lady must meet all of the criteria AND submit an application. Scholarship opportunities are available for qualifying debutantes who exhibit academic promise and meet the stipulated criteria required for each scholarship. Application information will be distributed to all debutantes. **You must submit an application** to be considered for a scholarship that will be presented the night of the Cotillion. **Deadline for submitting an application is March 1, 2012.**

Gamma Delta Omega Chapter Scholarship Criteria:

The application begins on the next page. The scholarship will also be distributed by the Scholarship Committee of Gamma Delta Omega.

The debutante must:

1. Have a grade point average (GPA) of 3.0 or above on a four (4) point scale.
2. Have a minimum score of 800 on the Scholastic Aptitude Test (SAT) or a score of 17 on the American College Test (ACT).
3. Submit a copy of a letter of acceptance from a college or university.
4. Submit a completed application on or before the stipulated deadline.
5. Submit three (3) letters of recommendation for character references.

Twenty Pearls Scholarship for High School Seniors:

Information regarding the criteria and application process can be found online at <http://tpi.gdo-aka.org/scholarship.html>

NOTE: We encourage all debutantes who meet the scholarship criteria above to submit an application for all possible scholarship opportunities.

2012 SCHOLARSHIP APPLICATION

Gamma Delta Omega Chapter Alpha Kappa Alpha Sorority, Incorporated

Debutante Name _____ High School _____
 Grade Point Average _____ Rank in Class _____
 Number in Class _____ ACT Score _____ SAT Score _____
 Counselor's Signature _____ Date _____
 High School _____
 Name _____ Birth Date _____
 Home Address _____
 City _____ Zip Code _____ Telephone No. _____
 Mother's Name _____
 Occupation _____
 Place of Employment _____ Telephone No. _____
 Father's Name _____
 Occupation _____
 Place of Employment _____ Telephone No. _____
 Guardian's Name _____
 Occupation _____
 Place of Employment _____ Telephone No. _____

List the Names & Ages of Sisters/Brothers Supported by Parents

NAME	AGE	NAME	AGE

List your involvement in School Activities

Activity	Office Held

List your involvement in Community and Church activities

Activity	Office Held

List your Honors and Awards received

Vocational / Career Interest _____

List the name and address of the college / university you plan to attend. You must submit a “photocopy” of the letter of acceptance from the college / university.

 _____ Zip Code _____

Scholarships/Financial Aid received to date

Scholarship or Aid From	Amount

Attach three letters of recommendation to the application.

Please state the reasons you wish to apply for this scholarship and “financial need” below (attach a separate paper if needed).

 Applicant’s Signature

APPENDIX A

COTILLION COMMITTEE

2012 COTILLION COMMITTEE

Dr. Rosalynn Sanderlin, Cotillion Chairman
Mrs. Shenay Lewis Smith, Co-Chairman

CO-CHAIRMAN, RECRUITMENT AND SELECTION - Ms. Niya Wilks

Responsible for all activities related to recruitment, development of evaluative activities, orientation

COMMITTEES

- Correspondence, Renee Hailes, Chairman
- Recruitment/Interviews, Niya Wilks, Chairman
- Publicity, Fannie C. Bullock, Chairman
- Cotillion Handbooks, Fannie C. Bullock, Chairman
- Orientation, Shenay Smith, Chairman
- Close Out Meeting, Krystal Moore, Chairman

CO-CHAIRMAN, SPECIAL DEBUTANTE ACTIVITIES - Ms. Krystal Moore

Responsible for managing the planning and execution of activities for the Debutante Season

COMMITTEES

- Mentorship, Dr. Julia Avery Muse, Chairman
- Meet and Greet, Dr. Tamara Jones, Chairman
- Community and Cultural Activities, Jacqueline Dowdy, Chairman
- Widows, Dr. Beth Smith, Chairman
- Debutante/Escort Workshops, Kystal Moore, Chairman
- Talent Show, Kelli Randolph, Chairman

CO-CHAIRMAN, FINANCIAL AFFAIRS - Mrs. Calsine Jones

Responsible for all committee activity relating to receiving or dispensing of funds for the cotillion and negotiate contracts

COMMITTEES

- Contacts, Connie Taylor, Chairman
- Souvenir Journal, Dr. Aurelia Williams, Chairman
- Awards, Dianne Todd, Chairman
- Cotillion Refreshments, Kim Logan, Chairman
- Collection Committee: Arminta Harris, Beverly Herndon, Calsine Jones, and Denise McClure

CO-CHAIRMAN, DRESS & PRESENTATION - Ms. Fredecia Lane

Responsible for activities related to planning and execution of the actual Cotillion

COMMITTEES

- Dress & Presentation, Mrs. Vivian Moore, Chairman
- Deb Escorts: Annette Brown-Boyce and Julie Lawrence
- Photography, Jennifer Ragland, Chairman
- Stage Management, Valora Baskerville, Chairman
- Health, Dr. Tara Johnson Williams, Chairman
- Cotillion Rehearsals, Gracie Bowers, Chairman
- Commentators: Barbara Watford and Shenay Smith

APPENDIX B

FORMS

Presenter/Escort Information Sheet
Picture Order Form
Escort Health Information Form

PRESENTER/ESCORT INFORMATION FORM

Gamma Delta Omega Chapter
Alpha Kappa Alpha Sorority, Incorporated

Debutante: _____

Presenter: _____

First Middle Last

Check one: Father Brother Grandfather Uncle Family Friend

(_____) (_____)

Telephone Number Alternate Number

Escort:

First Middle Last

Address:

Street City State Zip Code

(_____) (_____)

Telephone Number Cell Phone Number

Email Address: _____

Attends: _____ *High School or College*

Classification: Senior Junior Sophomore Freshman

Son of:

Mr. and Mrs. _____

Ms. Mrs. _____

Mr. _____

_____ Signature of Debutante	_____ Date
--	----------------------

COTILLION PICTURE ORDER FORM
Electric Eye (757) 754-8991

Basic Package includes 5 X 7 photos with 2 copies of each of the following:

- Individual photo of each debutante on platform during presentation
- Individual photo of debutante curtsying at end of stage during presentation
- Individual photo of debutante and Father/Presenter during presentation
- Individual photo of debutante, Father/Presenter and Escort during presentation

\$40.00

Name of Debutante _____

Address _____

City _____ State _____ Zip Code _____

Telephone # (_____) _____

	Package	Extras	Subjects	Price
			Sub Total	\$
			Shipping & Handling if applicable	\$ 3.00
			Total	\$

100% Deposit Required: **Deadline Sunday, January 29, 2012**

Photographs will be mailed to Debutante's home address

Make checks payable to: Kelvin L. Oliver

**Gamma Delta Omega Chapter
Alpha Kappa Alpha Sorority, Incorporated**

Health Services Information Form

Escort 's Name _____	Social Security Number _____
Name of Parent or Guardian and relationship to be contacted in the case of a medical emergency. _____	
Telephone number of Parent or Guardian _____	
List any chronic medical conditions your child may have (i.e.: diabetes, asthma, etc.) _____ _____ _____	
Please list all medications that your child is currently taking and their doses. _____ _____ _____	
List any medications or foods to which your child has an allergy and describe the reaction (i.e. hives, rash)	
Medications	Foods
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
Please describe any activity restrictions/limitations and any other pertinent medical history. _____ _____ _____	
Please provide the name of your child's doctor and telephone number is applicable. _____	
Name of Insurance Company _____	Insurance Membership Number _____
Signature of Parent or Guardian _____	Date _____

**Gamma Delta Omega Chapter
Alpha Kappa Alpha Sorority, Incorporated
Permission to Administer Health Service/Release of Responsibility**

Health services available.

Headache/toothache relief

- Advil 200 mg tablets
- Tylenol 500 mg tablets

Dizziness relief

- Dramamine tablets
- Alcohol inhalant

Muscle/menstrual cramp relief

- Advil 200 mg tablets
- Midol tablets

Skin Breaks

- Cortaid Ointment
- Band-Aid

Sinus/Rhinitis (cold) relief

- Benadryl 25 mg tablets

Emergency care

- CPR/Rescue call

Indicate health services for which consent is NOT given

- | | |
|--|--|
| <input type="checkbox"/> Advil, Midol, Tylenol for headache, pain | <input type="checkbox"/> Benadryl for hives, rash or rhinitis |
| <input type="checkbox"/> Gas-X for nausea, bloating or indigestion | <input type="checkbox"/> Imodium for diarrhea or 'nervous stomach' |
| <input type="checkbox"/> Additional services not listed above (please describe)_____ | |

Authorization

I/We :

- Certify that the information provided regarding my son is accurate and the actions/medications described are given on the advice of a qualified physician.
- Understand the list of health services that are available from the Gamma Delta Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated and give consent to have the services rendered when necessary except for those exclusions as marked above.
- Understand that in the event of an emergency medical situation, a rescue squad will be called and my child will be sent to the nearest medical center. The parent or guardian will be contacted.
- Relieve the Gamma Delta Omega Chapter of Alpha Kappa Alpha Sorority, Inc. and individual members from any liability in the event of a reaction to any medications administered, medical emergency, illness, or injury during any sponsored event or while in transit to/from such events.

Name of Escort: _____

Full name of consenting Parent/Guardian: _____

Signature of consenting Parent/Guardian: _____ Date _____

APPENDIX C

Financial Reporting

General Information

Sample – Check Writing

Remittance Instructions

Fees and Collection Schedule

Sample – Submission of Funds Form

Sample – Patron’s List

Sample – Letter Requesting Form

Submission of Funds Form

Business Advertisement Agreement

Patron’s List

Full Page Ad

Half Page Ad

Quarter Page Ad

GENERAL INFORMATION

- These guidelines have been developed to ensure that funds submitted are accurate and submitted to Gamma Delta Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated in a timely manner.
- To ensure the accuracy of all published Ads and Patrons, please make sure that all information is correct before submitting.
- A Submission of Funds form must accompany all funds being submitted to Gamma Delta Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated. It has been designed to accurately track and record all funds received.
- If submitting a picture with an ad, it must be an original – DO NOT submit Xerox or scanned copies. All pictures should be labeled with the Debutante's first and last name and attached to the accompanying ad – DO NOT write on the back of picture.

USING THE APPROPRIATE FORMS

Submission of Funds Form

When submitting funds to Gamma Delta Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated, always complete a Submission of Funds form. Also, please remember to retain a copy for your records.

Advertising Agreement

This form should be used to solicit ads from family, friends, businesses, churches, etc. All Ad Agreements along with funds should be returned to the Debutante. This will allow the Debutante to maintain an accurate record of all funds raised and to submit all funds according to these guidelines. In the event that an Ad Agreement is mailed to Gamma Delta Omega Chapter, it will be given to the Debutante as soon as possible.

Patrons List

This form should be used to solicit patrons from family, friends, businesses, churches, etc. All names must be typed in alphabetical order with proper titles (Mr., Mrs., Rev. Dr., etc) and submitted on this form.

Note

For your convenience, you may retrieve an electronic copy of all forms at <http://www.gdo-aka.org/Cotillion.html>.

EXAMPLES OF CORRECTLY WRITTEN CHECKS

- **Personal checks** must be made payable to either the Debutante or her parent or guardian. These checks should be cashed and funds submitted to: **Gamma Delta Omega Chapter-AKA** in cash or a money order.

JANE AND JOHN DOE 1908 Howard Way City, State Zip	2-354/710 <u>January 15</u> 20XX
PAY TO THE ORDER OF <u>Debutante Name</u>	\$ <input type="text"/>
<u>One Hundred and 00/100</u>	DOLLARS
Anywhere Bank	
1357 West 103 rd Street Chicago, IL 60613	
For <u>COTILLION AD</u>	<u>Signature</u>
1:071003544 656578989898	

- **Business and Church checks** should be made payable to: **Gamma Delta Omega Chapter – AKA** with the name of Debutante written on the Memo line.

ABC BUSINESS P.O. Box City, State Zip	2-354/711 <u>January 15</u> 20XX
PAY TO THE ORDER OF <u>Gamma Delta Omega Chapter - AKA</u>	\$ <input type="text"/>
<u>One Thousand and 00/100</u>	DOLLARS
Anywhere Bank	
1357 West 103 rd Street Chicago, IL 60613	
For <u>Debutante's First & Last Name</u>	<u>Signature(s)</u>
1:071003544 656578989898	

INFORMATION SHEET

AD AND PATRON INFORMATION SHEET

CAMERA READY ADS

To ensure excellent quality printing, Debutantes-Elect are requested to submit camera-ready ads. Ads must be original, clear black or color print, not fuzzy. We are requesting ads be submitted in digital form, if at all possible, to ensure the highest quality reproduction. Please submit as a PDF or Microsoft Word document, with digital quality photographs.

AD and PATRON PRICES:

Full Page Black & White: \$100 Half Page Black & White: \$60
Quarter Page Black & White: \$35 Patron Listing: Single name \$5; Mr. & Mrs. \$10

An additional charge of **\$10** is required for **photographs** which are to be included in any size ad. All Ad sizes, except patron listings, may include a photograph. Photos must be submitted as high-resolution .jpg files (most developers will now make a CD of .jpg files from standard film).

DESIGN

- The Souvenir Journal will be printed in portrait format. Ads may contain any graphics as well as photos as described above.
- The page design will be consistent throughout the book.
- The typefaces will be limited to four for the entire book (aside from supplied artwork.)
- Your graphics will make your page unique.
- Screens of color and gradation of color do not reproduce well and should be avoided. Black/White is preferred.
- We will not over design. Simple is more pleasing to the eye and easier to read.
- The best means to communicate a change on the journal during the production process is in writing, via email. No corrections will be taken over the phone. If they are written, there will be less chance of spelling errors. *We will put it in writing whenever possible.*

TIMELINE FOR RECEIPT OF ADS and PATRONS

Ads and patrons will be collected on Sundays, January 8th, January 29th and February 11th. All ads and patrons must be received no later than the FINAL collection date of Sunday, February 19, 2012. Any ads received after the deadline may not appear in the souvenir journal.

QUESTIONS:

Dr. Aurelia T. Williams

Souvenir Journal Chairman (atw1908@cox.net)



*Gamma Delta Omega Chapter
Alpha Kappa Alpha Sorority, Inc.
30th Annual Debutante Cotillion
March 31, 2012*

SOUVENIR JOURNAL AD FORM

DEADLINE: February 19, 2012 (Info received after this date may not be included in the Journal)

Please submit CAMERA READY Artwork/Copy along with your remittance. Ad files must be saved as a PDF or Microsoft Word document. Attach a hard copy of your journal ad exactly as you wish it to appear. Submit a journal ad form for each 8 ½ x 11 page or partial page submitted for approval.

Debutante-Elect's Name

Phone ()	Email Address
------------------	----------------------

Advertiser Name(s)

Total Amount Enclosed \$	Indicate the number of Ads below:
--------------------------	-----------------------------------

_____	Full Page	_____	Without photo \$100	_____	With photo \$110.00
_____	Half Page	_____	Without photo \$60	_____	With photo \$70
_____	Quarter Page	_____	Without photo \$35	_____	With photo \$45
_____	Patrons	_____	Single Name \$5	_____	Mr. & Mrs. \$10

COLLECTION TIMELINE:

- | | |
|--|--|
| <p>Sunday, January 8, 2012</p> <p>Sunday, January 29, 2012</p> <p>Saturday, February 11, 2012</p> <p>Sunday, February 19, 2012</p> | <p>1st Collection for Ads and Patrons</p> <p>2nd Collection for Ads and Patrons</p> <p>3rd Collection for Ads and Patrons</p> <p>Final Collection for Ads and Patrons</p> |
|--|--|

- All ads are to be camera ready. Ad measurements are based on an 8 ½ x 11 page size.
- Black & white or color photographs accepted (black & white preferred). Ads will appear in black & white
- You may wish to use one of the following fonts for your ad copy Bookman, Courier, or Times Roman
- Payment for all ads or patrons must be in cash, money order(s), cashier's, certified or company checks. **NO personal checks will be accepted for ads or patrons.**
- Money orders, cashier's, certified or company checks should be made payable to **Gamma Delta Omega Chapter of Alpha Kappa Alpha Sorority, Inc.** and must accompany the ad(s) or patron(s)
- **Electronic Submissions can be emailed to ads@gdo-aka.org** however you **MUST** submit printed copies of all ads at the appropriate collection date.
- Questions may be directed to Souvenir Journal Chairman Aurelia T. Williams (atw1908@cox.net) or (757) 676-5304. Please include "Cotillion Souvenir Journal" in the subject line of the email.

FOR COMMITTEE USE ONLY:

Form of Payment:	Date Received:	Received By (initials)	Disc Rec'd: Yes or No
Amount Received:	Ad Size: Full, Half, Quarter	Photo: Yes or No	Type: B/W or Color
Description:			

REMITTANCE INSTRUCTIONS

ADS and PATRONS

Ads and/or Patrons **will not be accepted** unless accompanied by the appropriate amount of money and a Submission of Funds form. Ads and/or Patrons can be emailed to: ads@gdo-aka.org.

Deadline for <u>all</u> Ads and Patrons is <u>February 19, 2012</u>
--

Remittance of Ads

- **EXACT** message must be stated.
- Spelling must be **CORRECT**.
- Message must be **TYPED** in the appropriate size and format.
- Submit **ORIGINAL** pictures only.

Please ensure that all pictures are labeled with the Debutante's first and last name so that they may be returned to the rightful owner.

Remittance of Patrons

- Names must be **ALPHABETIZED**.
- Spelling must be **CORRECT**.
- Names must be **TYPED**.
- Names must include a **TITLE** (Mr., Mrs., Miss, Ms., Master, Rev., Dr., Colonel, etc.).
- **No** nicknames.

The Alpha Kappa Alpha Sorority, Incorporated, Gamma Delta Omega Chapter, strongly emphasizes the importance of the above and all of the foregoing information. In this regard, we expect full cooperation from all persons involved.

FEES AND COLLECTION SCHEDULE

ADS

Whole Page - \$100.00 (\$110.00 with picture)
Half Page - \$ 60.00 (\$70.00 with picture)
Fourth Page - \$ 35.00 (\$45.00 with picture)

Add an **additional \$10.00** for each picture included with **any** size ad.

NOTE: Submit original pictures **only**. Scanned/Xerox copies of pictures do not reproduce well.

PATRONS

Single Names	Mrs. Jane Doe	\$5.00
Double Names	Mr. & Mrs. Robert Doe	\$10.00

**ALL Ads and Patrons must be submitted either in person or via email
to ads@gdo-aka.org by the deadline February 19, 2012.**

**Questions may be directed to
Souvenir Journal Chairman, Dr. Aurelia T. Williams
(atw1908@cox.net or (757) 676-5304)**

COLLECTION TIMELINE:

Sunday, January 8, 2012	1st Collection for Ads and Patrons
Sunday, January 29, 2012	2nd Collection for Ads and Patrons
Sunday, February 11, 2012	3rd Collection for Ads and Patrons
Sunday, February 19, 2012	Final Collection for Ads and Patrons

All Debutantes-Elect are expected to adhere to the timeline above. No debutante elect will be presented if all fees are not paid.

REMINDER: Double check your totals.

DEBUTANTE COTILLION SUBMISSION OF FUNDS FORM (SAMPLE)
GAMMA DELTA OMEGA CHAPTER
ALPHA KAPPA ALPHA SORORITY, INCORPORATED

DEBUTANTE JANE DOE

Ads	Quantity	Cost	Total
Full Page without picture	3	\$100.00	\$300.00
Full Page with picture	2	\$110.00	\$220.00
Half Page without picture	4	\$ 60.00	\$240.00
Half Page with picture		\$ 70.00	\$
Fourth Page without picture	2	\$ 35.00	\$ 70.00
Fourth Page with picture		\$ 45.00	\$
TOTAL			\$830.00
Patrons	Quantity	Cost	Total
	6		\$85.00
TOTAL			
Other Donations/Projects			
			\$
			\$
TOTAL			
GRAND TOTAL			\$915.00

FOR USE BY THE COTILLION FINANCE COMMITTEE:

Verified by: _____ Date received: _____

DEBUTANTE COTILLION SUBMISSION OF FUNDS FORM
GAMMA DELTA OMEGA CHAPTER
ALPHA KAPPA ALPHA SORORITY, INCORPORATED

DEBUTANTE

Ads	Quantity	Cost	Total
Full Page without picture		\$100.00	\$
Full Page with picture		\$110.00	\$
Half Page without picture		\$ 60.00	\$
Half Page with picture		\$ 70.00	\$
Fourth Page without picture		\$ 35.00	\$
Fourth Page with picture		\$ 45.00	\$
TOTAL			\$
Patrons	Quantity	Cost	Total
			\$
TOTAL			
Other Donations/Projects			
			\$
			\$
TOTAL			
GRAND TOTAL			\$

FOR USE BY THE COTILLION FINANCE COMMITTEE:

Verified by: _____ Date received: _____

SENDER'S NAME

Street Address

City, State Postal Code

Phone (000) 555-1234

Email address: someone@microsoft.com

<Date>

Dear <Mr. and Mrs. or Family and Friends.>,

I am honored that I have been accepted as a participant in the <Insert Year> Debutante Cotillion sponsored by Gamma Delta Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated of Portsmouth, Virginia.

The objective of the Cotillion is to provide a select group of young ladies with the opportunity to enhance their skills in educational, cultural and social programs. Programs and training sessions are provided to motivate the Debutantes-Elect to strive for higher standards of living, enhance self-esteem, and encourage them to participate in cultural and community service activities as well as career institutes.

The final arrangements and related activities are planned to make this affair a self-sustaining program. It is not designed for a financial profit. If a profit is realized, the entire profit is utilized in community service projects and scholarships.

I intend to diligently pursue my goal of doing my share to make this a successful program and would like you to assist me in achieving this objective. Therefore, I am appealing to you to make a contribution on my behalf. I ask that you would please respond before <MM/DD/YYYY>.

I am enclosing a copy of our advertising agreement for your convenience. It includes the exact size, cost, and specific instructions that you will need to follow in order for your ad to be precise and accurate.

Thank you for sharing this wonderful experience with me. I look forward to hearing from you.

Sincerely,

<Your Name>

BUSINESS ADVERTISING AGREEMENT
GAMMA DELTA OMEGA CHAPTER
ALPHA KAPPA ALPHA SORORITY, INCORPORATED

Submitting Ad for Debutante Elect _____

Name of Company or Person _____

Address of Company/Person

Telephone Number _____

I/We _____ enter into an agreement with Gamma Delta Omega Chapter, Alpha Kappa Alpha Sorority, Incorporated, to purchase advertising space in their **2012** Debutante Cotillion Souvenir Journal as follows:

PLEASE CHECK THE AD SIZE YOU DESIRE:

Full Page	\$100.00	\$_____ . 00
Half Page	\$ 60.00	\$_____ . 00
Fourth Page	\$ 35.00	\$_____ . 00

Add an **additional \$10.00** for each picture included with any size ad \$_____ . 00

****Please provide original pictures, scanned pictures quality not guaranteed****

TOTAL AMOUNT ENCLOSED \$_____ . 00

Make Money Orders, Cashier's or Business Checks payable to:

Gamma Delta Omega Chapter
Alpha Kappa Alpha Sorority, Inc.

Return Ad Agreement and check by **February 12, 2012** to the Debutante Elect: **Deadline 2/19/12**

THANK YOU FOR YOUR SUPPORT!

Ad **must be typed** exactly as it is to appear in the Souvenir Journal, or staple a copy of your ad and/or business card to this agreement. Ads and/or patrons can also be emailed to:

ads@gdo-aka.org.

**2012 DEBUTANTE COTILLION
PATRONS' LIST**

(SAMPLE)

GAMMA DELTA OMEGA CHAPTER
ALPHA KAPPA ALPHA SORORITY, INCORPORATED

Debutante Elect JANE DOE

(\$5.00 for individual names and \$10.00 for couples)

NOTE: All names must be typed in alphabetical order on this form.

1. Mrs. Linda Anderson	\$ 10.00
2. Rev. and Mrs. Joseph Boyd	\$ 20.00
3. Master Jeremy Casey	\$ 5.00
4. Ms. Linda Evans	\$ 5.00
5. Captain John Lewis	\$ 25.00
6. Dr. and Mrs. Stephen Owens	\$ 20.00
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
13.	\$
14.	\$
15.	\$
16.	\$
17.	\$
18.	\$
19.	\$
20.	\$
21.	\$
22.	\$
TOTAL	\$ 85.00

2012 DEBUTANTE COTILLION

APPENDIX D

ADDRESSES AND DIRECTIONS

Calvary Evangelical Baptist Church 205 Gust Lane Portsmouth, VA 23702

From Norfolk/Virginia Beach/Portsmouth

- Take I-264 W toward DOWNTOWN / NORFOLK / PORTSMOUTH through Downtown Tunnel to PORTSMOUTH
- Take I-264 W to Victory Blvd
- Merge Right onto Victory Blvd
- Follow Victory Blvd to Gust Lane
- Make a Right onto Gust Lane
- Church on Right

From Chesapeake/Suffolk

- Take I-64 E to George Washington Highway exit 296
- Follow George Washington Highway to Cavalier Manor Blvd
- Make a Left onto Cavalier Manor Blvd
- Turn Right onto Gust Lane
- Stay to left after crossing railroad tracks
- Church on the Left

Cradock Middle School 21 Alden Avenue Portsmouth, VA

From Norfolk/Virginia Beach/Portsmouth

- Take I-264 W toward DOWNTOWN / NORFOLK / PORTSMOUTH through Downtown Tunnel to PORTSMOUTH
- Take I-264 W to Frederick Boulevard
- Merge Left onto Frederick Boulevard
- Follow Frederick Boulevard to George Washington Highway
- Make a Right onto George Washington Highway
- Turn Left onto Bainbridge Avenue
- Turn Left on Aylwin Road
- Turn slight right onto Alden Avenue

From Chesapeake/Suffolk

- Take I-64 E to George Washington Highway exit 296
- Follow George Washington Highway to Bainbridge Avenue
- Make a RIGHT onto Bainbridge Avenue
- Turn Left on Aylwin Road
- Turn slight right onto Alden Avenue
- School on Left

Mrs. Eartha Garrett (Home) 4600 Birsay Court Chesapeake, VA

From Virginia Beach/Greenbrier section of Chesapeake

- Take I-64 E toward SUFFOLK.
- Merge onto I-664 N via exit 299B on the left
- Merge onto PUGHSVILLE RD via exit 10. – stay to your right.
- Turn RIGHT onto TAYLOR RD.
- Turn LEFT at 1st traffic light onto BRUCE ROAD.
- Turn LEFT onto MUNFORD LANE.
- Turn LEFT onto CROSSINGS DR.
- Make second left onto BIRSAY COURT
- House on the corner on the right

From Norfolk

- Take I-264 W through Downtown Tunnel to PORTSMOUTH
- Take I-264 W to I-664 N on the LEFT
- Merge onto PUGHSVILLE RD via exit 10. – stay to your right.
- Turn RIGHT onto TAYLOR RD.
- Turn LEFT at 1st traffic light onto BRUCE ROAD.
- Turn LEFT onto MUNFORD LANE.
- Turn LEFT onto CROSSINGS DR.
- Make second left onto BIRSAY COURT
- House on the corner on the right

From Portsmouth

- Take I-264 W to I-664 N on the LEFT
- Merge onto PUGHSVILLE RD via exit 10. – stay to your right.
- Turn RIGHT onto TAYLOR RD.
- Turn LEFT at 1st traffic light onto BRUCE ROAD.

- Turn LEFT onto MUNFORD LANE.
- Turn LEFT onto CROSSINGS DR.
- Make second left onto BIRSAY COURT
- House on the corner on the right

Mrs. Calsine Jones (Home)
6310 Orchard Cove Court
Suffolk, VA
(757) 483-4962

Dr. Tamara Jones (Home)
4001 Estates Lane
Portsmouth, VA 23703
(757) 483-4740

Phillip Michael Fashion for Men
Chesapeake Square Mall - 4240 Portsmouth Blvd
Chesapeake, VA 23321
(757) 488-5886

From Virginia Beach/Greenbrier section of Chesapeake

- Take I-64 E / HAMPTON ROADS BELT toward SUFFOLK.
- Merge onto I-664 N via exit 299B on the LEFT toward BOWERS HILL / SUFFOLK / NEWPORT NEWS.
- Take PORTSMOUTH BLVD exit 11B.
- Make a LEFT turn at 4th traffic light into mall parking lot.

From Norfolk

- Take I-264 W toward DOWNTOWN NORFOLK / PORTSMOUTH through Downtown Tunnel to PORTSMOUTH
- Take I-264 W to I-664 N / HAMPTON ROADS BELT on the LEFT toward BOWERS HILL / SUFFOLK / NEWPORT NEWS
- Merge onto PORTSMOUTH BLVD via exit 11B.
- Make a LEFT turn at 4th traffic light into mall parking lot.

Queen's Bridal & Tuxedo
954 J Clyde Morris Blvd, Unit 103
Newport News, VA 23601
(757) 827-3254

**Portsmouth Social Services Building
1701 High Street, Suite 101
Portsmouth, VA**

From Norfolk/Virginia Beach

- Take I-264 W toward DOWNTOWN / NORFOLK / PORTSMOUTH through Downtown Tunnel to PORTSMOUTH
- Take I-264 W to Effingham Street
- Merge RIGHT onto Effingham Street
- Follow Effingham Street to High Street
- Make a LEFT on High Street
- Building on left across from I C Norcom High School
- Make a LEFT into parking lot

From Chesapeake/Suffolk

- Take I-264 E to Effingham Street
- **Follow signs to Portsmouth Naval Hospital**
- Follow Effingham Street to High Street
- Make a LEFT on High Street
- Building on left across from I C Norcom High School
- Make a LEFT into parking lot

**Ronald McDonald House
404 Colley Avenue
Norfolk, VA 23507**

**Santa's Workshop – Old Home Quarters Bldg/
Exit - Independence
Virginia Beach Blvd – behind Fuddrucker's
Virginia Beach, VA 23452**

Willet Hall
3701 Willett Drive
Portsmouth, Virginia 23707

From Norfolk/Virginia Beach

- Take I-264 W toward DOWNTOWN / NORFOLK / PORTSMOUTH through Downtown Tunnel to PORTSMOUTH
- Take I-264 W to FREDERICK BLVD. (Exit 5)
- Merge RIGHT onto FREDERICK BLVD.
- Make a LEFT at 4th traffic light onto High Street
- Make a RIGHT at 2nd traffic light onto Willett Drive
- Go 1 block and make a LEFT into parking lot; Willet Hall will be on your right

From Chesapeake/Suffolk

- Take I-264 E to FREDERICK BLVD. (Exit 5)
- Make LEFT at traffic light onto FREDERICK BLVD.
- Make a LEFT at 4th traffic light onto High Street
- Make a RIGHT at 2nd traffic light onto Willett Drive
- Go 1 block and make a LEFT into parking lot; Willet Hall will be on your right