

**Gamma Phi Beta Sorority
International Headquarters – Who to Call
303-799-1874**



Below is an alphabetized list of the topics of most frequently asked questions. International Headquarters operates from 8:00 a.m. - 4:30 p.m. Monday - Friday, Mountain Time. You may also leave a message at any time on voice mail. You may also e-mail any staff member at any time; e-mail addresses consist of the first initial and last name of the staff member @gammaphibeta.org.

<u>Topic</u>	<u>Staff Person to Contact</u>
1874 Society	Foundation
Accounts Payable	Financial assistant
Accounts Receivable	Financial assistant
Advisor Update Notifications	Data systems coordinator
Advisor Online Training Administration	Chapter services manager
Affiliations	Data systems coordinator
Affinity Programs	Marketing manager
Alumnae Address Changes	Receptionist
Alumnae Chapter Anniversaries	Alumnae coordinator
Alumnae Initiate Program	Alumnae coordinator
Alumnae Group Printouts	Alumnae coordinator & data systems coordinator
Alumnae Membership Records	Alumnae coordinator
Alumnae Officer Update Notifications	Alumnae coordinator
Alumnae Reference Chairwoman (ARC) Contact Information	Receptionist
APH Billings to Chapters	Financial assistant
APH Liaison and Resource	Housing/facilities manager
Archives	Foundation controller
Articles of Incorporation	Executive assistant
Award Process, Merit/Service/Loyalty	Alumnae coordinator
Award Process, Carnation Award	Executive assistant
Badge Orders and Questions	Collegiate coordinator
Badge Replacements	Collegiate coordinator
Billing for Chapter/Member Fees	Financial assistant
Brand identity	Marketing & communications director
Brochures & PR Materials	Marketing & communications director
Budgets	Controller
Building Fund - Set Up at Chapter Level	Housing/facilities manager
Buzz	Interactive communications coordinator
Bylaws	Executive assistant
Camp Fire USA - Supplemental Funds & Gifts	Foundation
Chapter Alerts/Announcements	Marketing and communications director
Chapter Closings	Associate executive director
Chapter Mailings	Associate executive director
Chapter Dues/Fees Unpaid by Members	Financial assistant & data systems coordinator
Chapter Visit Reports - Submit to	Associate executive director
Chapter Website Support	Interactive communications coordinator

<u>Topic</u>	<u>Staff Person to Contact</u>
Chart of Accounts	Controller
CLC Program/Schedule	Chapter services manager
Collection Agency Information	Financial assistant
Collegiate Chapter Statistics	Associate executive director
Collegiate Extension Support	Director of sorority growth
Collegiate Leadership Consultants	Chapter services manager
Collegiate Member Questions re: IH processes	Collegiate coordinator
Collegiate Membership Records	Collegiate coordinator
Collegiate Officer Update Notification	Data systems coordinator
Colony Website Support	Interactive communications coordinator
Complaints from parents	Receptionist (initially)
Conference Call Information	Executive assistant
Convention (logistics)	Director of events / events coordinator
Crescent Reflections	Publications and communications manager
Crisis Procedures	Marketing & communications director
<i>The Crescent</i>	Publications and communications manager
Database Management (member /chapter records)	Data systems coordinator
Deceased Members	Receptionist
Discipline Matters: Overall	Associate executive director
Resignation Processing	Data systems coordinator
Termination Processing	Collegiate coordinator or alumnae coordinator
Resignations owing debt	Collegiate coordinator or alumnae coordinator
Reinstatement Processing	Collegiate coordinator or alumnae coordinator
Suspension Processing	Collegiate coordinator or alumnae coordinator
Discipline Procedures	Associate executive director
Donor Recognition Questions	Foundation
E-Newsletter Distribution	
Advisor's Advisor	Collegiate coordinator
Beyond the Box (public relations)	Data systems coordinator
Clipboard (education)	Data systems coordinator
Collegiate Spotlight (collegiate)	Collegiate coordinator
Money Gram (financial)	Collegiate coordinator
Panhellenic Perspectives	Collegiate coordinator
The Connect (alumnae)	Alumnae coordinator
Efficiency Reports	
Alumnae Efficiency Report	Alumnae coordinator
Chapter Forms Efficiency Report	Data systems coordinator
Collegiate Dues Efficiency Report	Financial assistant & data systems coordinator
Collegiate Good Standing Efficiency	Data systems coordinator
Financial Efficiency Report	Financial assistant & data systems coordinator
HCB Efficiency Report	Housing/facilities manager
Membership Efficiency Report	Collegiate coordinator
EINs (Federal Tax ID Numbers)	Housing/facilities manager
Employment Opportunities	Executive Director
Employment Verification	Executive Director
Event Registration Fee Processing	Financial assistant
Expense Report Processing	Financial assistant
Extension, Alumnae Support	Alumnae coordinator
Extension, Collegiate Support	Director of sorority growth
Fifty-Year Member Program	Alumnae coordinator

<u>Topic</u>	<u>Staff Person to Contact</u>
Financial Aid Availability	Foundation
Financial Balance/Credit of Chapter	Financial assistant
Financial Reporting	Controller
Financial Statements	Controller
First and Second Installments of Membership Dues	Collegiate coordinator
Forms/Reports Updating Process	Associate executive director
Forms/Reports Electronic Distribution	Data systems coordinator & office operations assistant
Foundation Accounts Payable/Receivable	Foundation
Foundation Giving Societies	Foundation
Forms Efficiency Report (collegiate)	Data systems coordinator
History Book (order)	Office operations assistant
Honor Roll Nomination Process	Executive assistant
Hotel Vendor Negotiations	Director of events
House Corporation Board Conference (logistics)	Director of events / events coordinator
House Corporation Board Support/Recourse	Housing/facilities manager
In Memoriam	Receptionist and Foundation
In Celebration Gifts	Foundation
Initiation and Installation Support for New Chapters	Director of sorority grow
Initiation Approval Based on Good Standing	Collegiate coordinator
Initiation Supplies (chapters)	Office operations assistant
Initiation Supplies for New Colonies/Chapters	Collegiate coordinator
Insurance Liability - Collegiate Chapters	Executive Director
Insurance Liability – Sorority	Executive Director
Investments	Controller
International Council Support	Executive assistant
International Headquarters Contacts	Receptionist
Invoices	Financial assistant
Late Fees	Financial assistant
Legal Matters - Sorority	Executive Director-Sorority
- Foundation	Executive Director-Foundation
Liability Insurance Billing	Financial assistant
Liability Insurance Waiver	Associate executive director
Licensed Vendors	Marketing manager
Lifetime of Gamma Phi Beta (order)	Office operations assistant
Loan Balance/Payments	Financial assistant
Loans and Loan Guarantee Management	Housing/facilities manager
Log-ins for the website	Interactive communications coordinator
Logo usage	Director of marketing & communications
Loyalty Pledge Processing	Collegiate coordinator
Mail for Volunteer Leaders	Office operations assistant
Mail Processing	Office operations assistant
Manual Orders	Office operations assistant
Manual Update Coordination/Content Issues	Associate executive director
Media Contacts, Issues, Relations	Director of marketing & communications
Member Contact Info – changes/updates	Receptionist
Member Giving Records	Foundation
Member Records	Data systems coordinator
Member Satisfaction Survey Administration	Chapter services manager
Membership Card Orders	Collegiate coordinator
Membership Certificate Orders	Collegiate coordinator

<u>Topic</u>	<u>Staff Person to Contact</u>
Membership List of Alumnae	Data systems coordinator or receptionist
Membership Report of Collegians	Data systems coordinator
National Panhellenic Conference Support	Executive assistant
New Officer Welcome Packet	Executive assistant
ΠKE Award	Alumnae coordinator
New Colony Support – Marketing Needs	Marketing manager
New Member Pin Orders	Office operations assistant
New Member Records	Collegiate coordinator
Officers’ Packets - Collegiate	Collegiate coordinator
Officers’ Packets - Alumnae	Alumnae coordinator
Online Forms System	Data systems coordinator
Order Chapter Supplies	Office operations assistant
Press Releases	Director of marketing and communications
Prominent Gamma Phi Beta Members	Interactive communications coordinator
Promotional Items	Marketing manager
Recruitment Statistics – Receive info from volunteers	Receptionist
Reference Forms	Receptionist
Regional Leadership Conferences (logistics)	Director of events / events coordinator
Reinstatement Processing	Collegiate coordinator or alumnae coordinator
Remove from Mailing List	Data systems coordinator
Reservations for IH Residence/Board Room	Executive assistant
Resignation Processing	Data systems coordinator
Ritual Equipment (chapters)	Office operations coordinator
Ritual Equipment for New Colonies	Collegiate coordinator
Ritual Questions about Supplies and the Manual	Collegiate coordinator
Rules and Procedures – Process updates	Associate executive director
Scholarship Status Program Support	Associate executive director
Senior Carnation Appeal	Foundation
Seventy-Five Year Member Program	Alumnae coordinator
Sisterhood Plaza	Foundation
Social Media	Interactive communications coordinator
Statistical Sorority Data	Associate executive director
Super Shuttle Corporate Discount	Director of events
Supervision/Probation Status of Chapters	Associate executive director
Supplies	Office operations coordinator
Tau Epsilon Pi Society	Foundation
Technology, Publications Forms Fee Invoice	Financial assistant
Terminations of Membership Processing	Collegiate coordinator or alumnae coordinator
The Academy (logistics)	Director of events / events coordinator
<i>The Crescent</i> – editorial content	Publications and communications manager
University Official (contact with)	Receptionist
Vendor Information/Issues	Marketing manager
Volunteer Leader Directory	Executive assistant
Volunteer Leader Online Training Administration	Chapter services manager
Worker’s Compensation	Executive Director
Website	Interactive communications coordinator
Wills/Trusts/Bequests/Annuities	Foundation