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## WORK DAY PLANNING GUIDE INTRODUCTION & TABLE OF CONTENTS

Thank you for registering to participate in Pi Kappa Alpha's International Work Day. In this guide you will find information pertaining to organizing an exciting and successful Work Day event. If you have any questions regarding this information, please contact the Fraternity's Real Estate Department at (901) 748-1868 (ext. 116) or via e-mail at [pikehouse@pikes.org](mailto:pikehouse@pikes.org). Additional resource information regarding ideal housing practices and International Housing programs are also available through the Real Estate section of Fraternity's website: [www.pikes.org](http://www.pikes.org).

<b>Condition Standards</b>	<b>Page 2</b>
<b>Planning Guide</b>	<b>Page 3</b>
<b>Preparation Schedule and Checklist</b>	<b>Page 4</b>
<b>Sample Work Day Agenda</b>	<b>Page 6</b>
<b>Food and Drink</b>	<b>Page 7</b>
<b>Grants and Awards</b>	<b>Page 8</b>



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## CONDITION STANDARDS FOR CHAPTER HOUSES

Condition Standards are a set of concise minimum recommended standards regarding the condition of chapter houses. These standards will also help create ideas for improvement projects that should be considered for International Work Day.

### CONDITION STANDARDS

- Appearance of Vegetation** - Lawn, shrubs and trees are well groomed and watered, and unsightly weeds do not appear on the property.
- Appearance of Yard** - Litter is not present on the property, including the parking lot, and interior furniture or other unattended personal property does not appear in the yard.
- Exterior of the Building** - View from the street exhibits no visible need for new paint. No boarded up and/or broken windows, and no loose or missing rain gutters, downspouts or shutters.
- Appearance of Bathrooms and Kitchen** – Bathrooms are clean, with all plumbing fixtures working, and kitchen and its appliances are clean.
- Appearance of Interior Public Areas** - The entryway, living room, dining room, hallways, and any other common area is free of litter, well swept or vacuumed, with no holes in walls, ceiling, floor, or carpeting, and appear to be generally clean.
- Condition of Furnishings** - Furniture looks clean and unbroken, and anything upholstered is not ripped or visibly worn out.

### IDEAS FOR YOUR INTERNATIONAL WORK DAY PROJECTS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



## PLANNING GUIDE

This is a thorough guideline of how to plan and implement a successful International Work Day. This event should be an opportunity to improve alumni relations, rejuvenate pride in the chapter house, and accomplish needed work or improvements to the chapter property. Remember, from start to finish, this project should be a joint effort between the House Corporation and chapter, working together on all planning and implementation.

### IMPORTANT DATES TO REMEMBER

#### ON OR BEFORE FEBRUARY 1

- Chapter or House Corporation must register the event date and contact person with Memorial Headquarters.

#### FEBRUARY 15

- The International Fraternity will send you a list of all chapter and area alumni.

#### WITHIN 14 DAYS AFTER THE EVENT

- Photographs, copies of attendance sheets, event description sheet and agenda must be returned to Memorial Headquarters to be eligible for the awards.

**Make sure the property is presentable** - Before your event, repair any damage caused by mistreatment or neglect and conduct a routine cleaning of the house and yard. You want to prove that the chapter is responsible. If the simple things are not taken care of, like a hole in the wall or routine cleaning, the alumni are going to be unhappy and reluctant to put much time or personal resources into improving your property.

**Be prepared for bad weather** - Some projects can still be done in bad weather, but keep in mind the safety and comfort of your volunteers. Begin watching the weather forecasts at least a week ahead of time. Have some alternate projects planned just in case the nasty stuff hits. As well, depending on the nature of certain projects, like painting, be prepared with materials to cover up etc. and protect what you've accomplished as well as your tools and equipment.

**Safety is the top priority** - As you begin planning your event you should remember that safety is the common theme of Work Day. All committee members and project chairmen should be instructed to keep focus on safety throughout the day. It is suggested that these people keep a phone with them accompanied by a list of emergency numbers. Everyone should also know the location of a well equipped first aid kit. Try to avoid projects that involve high places or getting on the roof. Be aware of electrical power lines, above and below ground. If any of your projects involve digging, with sufficient notice, your local utility company will come out at no cost to mark where any underground utilities are located. Be cautious of electrical power tools and extension cords, especially if there is a chance for exposure to moisture. If people are outside and lightning threatens, it is recommended that you move them inside immediately. It would be a good idea to have plenty of extra protective eyeglasses or goggles available, as well as some inexpensive gloves for those who forget these items. Finishing your day safely should be your number one goal.



## PREPARATION SCHEDULE & CHECKLIST

*This schedule is a chronological “To Do” list. Further explanation of these tasks is provided in the “Sample Agenda” section. The house corporation and chapter should work together on all planning and implementation of action steps.*

### **STEP 1 - At Least 60 Days in Advance**

- \_\_\_ **Decide on a date** - House Corporation and chapter should discuss and decide this together. Instruct members to leave the date of your Work Day open.
- \_\_\_ **Appoint a committee** - involving house manager, as many students as needed and at least one corporation officer.
- \_\_\_ **Appoint subcommittees** - at a minimum: supplies, food, recruitment, clean-up, and documentation committees with chairmen for each.

### **STEP 2 - At Least 45 Days in Advance**

- \_\_\_ **Choose project(s) for your Work Day** - make sure it, or they, are easily attainable within the time frame of your Day’s agenda and your available resources. Please see the “Sample project how-to’s section” on the website for ideas.
- \_\_\_ **Create your Work Day agenda** (sample on page 6)
- \_\_\_ **Supply list created** - project chairmen and food committee submit a list of all materials, tools, and food/refreshments needed to the supplies committee.

### **STEP 3 - Approximately 30 Days in Advance**

*Before February 15 the International Fraternity will email you a list of all your mail-able chapter and area alumni.*

- \_\_\_ **Invitation to alumni** - this chapter memorandum should be sent at least 30 days prior to the event. See the sample postcard and invitation letter located in the alumni and guest communication section of the website.
- \_\_\_ **Check on availability of supplies** - supplies committee makes sure your local hardware store, etc. has the needed materials.
- \_\_\_ **Individual project agenda** - project chairmen create a detailed agenda for their particular project and list the tasks that can be delegated out on Work Day.

### **STEP 4 - Approximately 2 Weeks in Advance**

- \_\_\_ **Contact alumni** –The recruitment committee should personally invite alumni who haven’t responded. You may choose to do this either by email or phone.
- \_\_\_ **Get chapter members’ commitment to participate** - review in detail your Work Day agenda at a chapter meeting. Express the importance of attending as it is an alumni relations event. Get firm commitments from each person to participate.
- \_\_\_ **Appoint Work Day clean-up committee**



#### **STEP 5 - Within One Week of Event**

- \_\_\_ **Pick up supplies** - tools, materials, etc.
- \_\_\_ **Joint meeting of all committees** - go over agenda and identify any final needs, etc.
- \_\_\_ **House cleaning-** all actives should help in cleaning their rooms, common areas, yard etc. Clear clutter by donating the things that you no longer need to your local goodwill. **Guests DO NOT want to clean up your house!**

#### **STEP 6 - Within 2 days of Event**

- \_\_\_ **Purchase/rent remaining supplies and prepare the food that you can**
- \_\_\_ **Begin set-up work** - put out what you can without risking theft or weather damage.

#### **STEP 7 - Day of Event**

- \_\_\_ **Early morning meeting of all committees** - make sure all details are covered and make phone calls to members, waking them up and reminding them when to show-up.
- \_\_\_ **Prepare for and conduct organizational meeting** - it is essential that a strong first impression is made at this meeting because it sets the tone for the rest of the day.
- \_\_\_ **Execute the agenda** - see the sample Work Day Agenda.
- \_\_\_ **Prepare and serve food** - the food committee should keep the drink dispensers full and should prepare the food in advance so it's ready when that portion of the agenda is reached.
- \_\_\_ **Clean-up committee does its work**
- \_\_\_ **Documentation committee-** sees that each alumnus and student "signs-in" on the attendance sheet giving all needed information. Photographs of the event are taken with emphasis on action type photos of the work being done and people enjoying themselves.

#### **STEP 8 - Immediately Following**

- \_\_\_ **Send thank-you notes to alumni** - job of recruitment committee. See sample thank-you letter in the Alumni and guest communication section of the website.
- \_\_\_ ***Complete and send follow-up information to International Fraternity - the documentation committee should fill out the event description report, which can be found in the items needed for submission section of the website, and return it along with all other required items to Headquarters ASAP.***
- \_\_\_ **Write an alumni newsletter article** - someone on the documentation committee should quickly write an article, while the experience is fresh in their mind, for the next issue of your alumni newsletter.



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## WORK DAY SAMPLE AGENDA

Be sure to examine the Checklist, it provides a more thorough explanation of these Agenda items. Remember that proper planning is the key to having a successful event.

### **Committees:**

**Rebuilding back deck:** chairman: Mark Johnson  
Ben, Charles, Joe, Dan, Michael, Bobby, and David

**Chapter room painting:** chairman: Jason Smith  
Andrew, Paul, James, Matthew, and Philip

**Landscaping:** chairman: Alex Trebec  
Arthur, Jim, Joseph, Archie, and Ricky

**Food committee:** chairman: George Washington  
Abraham, Theodore, Bill, and Hank

**8:30 am: Early morning meeting of all committees** - Go over all details of the day and make phone calls to committee leaders, waking them up and reminding them when to show-up and what they should bring.

**9:00 am: Prepare for organizational meeting** – Food Committee set out breakfast food & drinks, put out attendance/sign-in sheets, post the large general agenda for all to see and remind everyone to greet the alumni warmly when they arrive.

**9:30 am: Organizational meeting** - This is the start time for those not involved with organizing this event. Because this is the first thing the attendees are going to experience, it is essential that a good impression be made. Your actions should convey that you're highly organized and there is confidence in the day's plan. After the formal welcome and introductions, the agenda should be reviewed, including a brief description of each of the planned projects, emphasizing safety at all times. During this meeting you will also announce team assignments. Decisions involving the alumni RSVP's and the chapter members who committed to attend should've already been made. While people are being welcomed and the organizational meeting is taking place, the project leaders should be meeting on the side to decide where the unexpected "walk-ups" will be assigned and whether or not there are enough of them to warrant the placement of one or more of the lower priority projects on to the day's agenda. Conversely, if fewer people have showed up, decisions must be made about the need to remove a project from the agenda and the reassignment of those team members. Assignments should be announced and everyone should be directed where to go to begin with their project leader.

**10:00 am: Project leaders are in charge & projects begin** - Remind everyone that the project leader is the foreman of that project. The project leader should assume that his team members know nothing about what they're supposed to do or how to handle tools, etc. He should plan on being a teacher as well as a coach. Again, safety should be the theme of the day.

**12:30: Prepare and serve food (lunch served at 1pm and dinner by 6pm)** - The food committee should keep an eye on the drink dispensers throughout the day. The food should be prepared well enough in advance so it will be ready when that portion of the agenda is reached. See the portion of the Instructions subtitled *the power of food and refreshments*.

**6:00 pm: Clean-up committee does its work** - Remember, the day's work is not done until the cleaning is finished and everything is put back where it belongs. The clean-up committee shouldn't have to do all the work; rather they are the coordinators of this chore and should utilize the manpower of all participants before they depart for the day.



## THE POWER OF FOOD AND REFRESHMENTS

While you don't want to weigh down your help with so much food and drink that they become unproductive; don't underestimate the positive affect it can have on their attitude, especially given the fact that they're volunteering their time. A working lunch of sorts would be good so momentum isn't lost amongst too much food and socializing. Try "brown bag" lunches that are prepared ahead of time; that will make clean up a snap as well. A few well-located drink dispensers with sleeves of disposable cups is probably the most cost efficient method of keeping people hydrated throughout the day. Hydration is best accomplished with non-caffeinated and nonalcoholic drinks. The use of alcohol is strongly discouraged and may be prohibited in some cases. Finish the day strong with a hearty meal where everyone can unwind and literally look at the accomplishments of the day.

### **Suggested Work Day Menus**

#### Breakfast

Granola Bars, Fruit, Muffins, Donuts  
Coffee with sugar and cream available  
Juice

#### Lunch (bagged)

Sandwich (PB & J are easy to prepare ahead of time)  
Individual bag of chips  
Individually wrapped dessert  
Coke/Diet Coke/ Sprite

#### Dinner (buffet style)

BBQ Sandwiches (or Hamburgers and Hotdogs)  
Coleslaw  
Baked Beans  
Potato Salad  
Dessert (cookies or brownies)

#### Dinner, Budget menu

Chili  
Grilled Cheese Sandwiches

No matter what food you choose to serve you will need plates, (bowls for Chili), silverware, napkins, cups, and ice. Water should be available throughout the day whether it is provided by a dispenser or bottles.

Remember that food is a big cost associated with Work Day. To help offset this cost, ask those who will not be able to attend to donate a food item. Ask moms to bake and wrap cookies and brownies. Recruit your favorite sorority to help prepare and stuff the bagged lunches.

Include a list of all of the supplies for the projects as well as food that you will need to complete work day on your letter to alumni and guests. Let them know that if they can not attend the event that their chapter and House Corporation would very much appreciate any help that they could provide in obtaining items from the list. Treat those who donate supplies or money the same as those who attend by sending them a thank you letter and informing them of the projects completed at the work day.



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## AWARDS

*To encourage groups to hold successful Work Day events, with the involvement of both alumni and students, the International Fraternity has committed several thousand dollars to award chapters with the following recognitions:.*

**Alumni Participation Award** – Awarded to the chapter that has the most alumni in attendance.

**Manpower Award** - Given to the chapter who spends the most man hours on their work day project. This calculation includes the hours of undergraduates, alumni, and guests.

**Best Interior Project Award** – Recognizes the chapter that completes the best interior project.

**Best Exterior Project Award** – Recognizes the chapter that completes the best exterior project.

**Chuckwagon Award** – Given to the chapter with the most creative/unique food served at their event.

**Green Award** – Given to the chapter that does the most to improve the energy efficiency in their house.

**Best Overall Work Day Award** - Whether it be from one major project or a series of smaller ones, this award recognizes the chapter who generally planned and executed the best event.

**HOW TO QUALIFY FOR THE ABOVE** - You must fill out the event description sheet in the items needed for submissions section of the website, save it as your chapter name, and then email it along with your attendee sheets, and no more than 10 pictures to [pikehouse@pikes.org](mailto:pikehouse@pikes.org). If you do not have access to email or would like to submit more than 10 photos please mail your information the following address:

Real Estate Department  
8347 West Range Cove  
Memphis, TN 38125