

Application Cover Sheet

FSILG: Alpha Chi Omega- Theta Omicron

Size of living FSILG alumni population: Approximately 600

FSILG Student Contact person: Caroline DeBoer

Student Contact's FSILG Leadership Role: Vice President Alumnae Relations

Student Contact's Address: 50 Massachusetts Avenue, Cambridge, MA 02139 #408B

Student Contact's Phone: (708) 704-8142

Student Contact's Email: carried@mit.edu

FSILG Alumni/ae Relations Chair Name and Email: Caroline DeBoer carried@mit.edu

FSILG President Name and Email: Margaret Leibovic leibovic@mit.edu

FSILG House Corporation President Name and Email: Raffaella Wakeman raffaella@alum.mit.edu

FSILG Chapter Advisor Name and Email (if any): Michelle Miller chelletx05@yahoo.com

1. Please describe your major annual alumni event(s) (e.g. Alumni weekend, Founders' Day, reunions).

Theta Omicron's major alumnae event is the annual Nu Rho Nu Alumnae Weekend. This year, it will be held April 24-26 and is being planned by our VP Alumnae Relations and an alumna, Rachel Ellman (MIT '07, AXO '04). The Alumnae Weekend will coincide with AXO's biggest philanthropic event of the year—the annual LipSync talent show. This will allow members of the alumnae and active communities to engage in the AXO spirit of the weekend.

Along with LipSync, the Alumnae Weekend will include events that were successful last year, such as the Career Brunch, a Senior Transition Panel, and karaoke. In addition, we will be introducing a new event—the Family Line Extravaganza. Each active member will be invited to the Career Brunch where a panel of alumnae in different fields of work will describe their experiences and answer questions. The VP Alumnae Relations has been using the various AXO mailing lists in order to encourage alumnae from different fields to participate in the career brunch. We will provide sisters with a list of the alumnae present and their fields so sisters can be sure to converse with alumnae in their fields of interests. Additionally, nametags will be distributed containing the name, region, company, position, and MIT course to facilitate networking.

Seniors, as well as other interested active members, will be invited to the Senior Transition Panel. At this event, alumnae will give presentations on parts of the real world that seniors will soon be encountering, such as: paying taxes, finding an apartment, looking for a job, and making a happy and healthy transition from college to the real world. The alumnae that attend will be given a particular aspect of the real world that they will speak about beforehand; and afterwards there will be a question and answer session.

Finally, there will be a Family Line Extravaganza. Each alumna that attends, along with their family line, will plan a special outing for themselves—a dinner, a movie screening, a crafts-making get-together, or just a hanging out session.

This year, we also plan to invite alumnae over to the Alpha Chi Omega House during Reunion Weekend in June. VP Alumnae Relations will work with the summer house manager to clean the house and plan an event during the allotted FSILG-visiting time. We plan to have a tour followed by tea, allowing alumnae to reminisce about their times at the house and catch up with each other.

The schedule for the Alumnae Reunion 2009 will be the following:

Friday:

Afternoon – Alumnae arrive and hang out at the AXO house, 478 Commonwealth Ave

Late Afternoon – Dinner (pledge class or other groups)

Evening – LipSync Talent Show

Saturday:

10:30am – Alumnae Brunch at Trident Café on Newbury

Afternoon – Free time or Family Line Event

Late Afternoon – Dinner with local Boston alumnae chapter Zeta Zeta

7pm – Event with Theta Omicron to be determined

Sunday:

11am – Career/Majors Brunch

3pm – House Corp and Nu Rho Nu (Theta Omicron alumnae) meetings

6pm – Senior Transition Panel

7pm – Chapter

2. Please describe other chapter events which alumni/ae were invited and participated (e.g. initiation, community service, informal alumni dinners, athletic events, faculty dinners, parents' dinners, and Campus Preview Weekend).

Alumnae were involved in many chapter events over the past year. Bond Week and Recruitment were held in early September, and many alumnae returned to provide advice and support during the actives. During Bond Week, sisters catch up with each other, clean the AXO house, and practice interacting with potential new members for the upcoming Recruitment. Theta Omicron Alumnae as well as members of Zeta Zeta, the Boston Alumnae Chapter, came to Bond Week and played the part of the potential new member while actives practiced recruiting. The Alumnae then provided feedback and advice that was vital to our successful recruitment. During the actual Recruitment days, Theta Omicron Alumnae took care of logistics—food, contact with Panhel, and room set-up, while also cheering the sisters up with humorous skits and encouragement.

Many returned in the fall for Big Sister Revelations and Initiation which were held October 24th. 10 Alumnae came to Big/Little Revelations where they took pictures with their family lines and interacted with the new members. Many stayed for Initiation, exemplifying the AXO bond that remains even after graduation.

The annual Boston Area Rape Crisis Center (BARCC) Walk will take place on April 5th. Currently, we have 13 active sisters and 2 alumnae signed up. These numbers should increase up until the date of the walk. This walk has been a tradition for the past several years, bringing together local AXO alumnae and active sisters to support our philanthropy.

This year, our annual Domestic Violence Awareness Week committee utilized online donations to raise money for BARCC, our major philanthropy. We sent out the website to alumnae, parents, and friends in the hopes of receiving donations. At least 5 alumnae donated online while 5-10 others donated at our booth in Lobby 10 during the week.

At the end of each semester during finals week, our local alumnae chapter of Boston, Zeta Zeta, creates care packages for sisters as they busily study. Utilizing a database of parent contact information provided by our “MomComm,” or Parents Committee, Zeta Zeta raised money by putting together small packages containing food and studying essentials and having parents buy them for their daughters. These care packages were delivered at the beginning of finals week, bringing smiles to the faces of many Alpha Chi's.

Alumnae were also invited to our annual Fondue event at the Alpha Chi Omega house. Alumnae who had helped out during Fall Recruitment were sent personalized mail invites to this event. Doria Holbrook, MIT '08 AXO '05, thanked us for these invites, saying "It seriously brought tears to my eyes... It really meant a lot... So thanks for thinking of us." All other alumnae were sent E- invites to this event, and there was a great turnout. 14 Alumnae came to visit the AXO house and enjoy food and sisterly bonding during the Fondue event.

Athletic events are also a popular place to see AXO alumnae cheering or participating. One great example was the annual alumnae swim meet. 3 AXO alums (Jackee Nowicke MIT '08 AXO '05, Doria Holbrook, and Jennifer DeBoer MIT '05 AXO '02) joined the 6 active sisters currently on the Varsity Swimming and Diving Team at the alumni meet. Many of these women also returned for the NEWMAC Championship Swimming and Diving Meet in the Spring to support their sisters and the other swimmers.

In celebration of the success and recognition of our alumnae program last year, we held a large outing in December for Alums and Actives. 16 active sisters and 25 alumnae from Zeta Zeta and Nu Rho Nu dined at Charlie's on Newbury. This event had a great turnout and really showed the active sisters how great it is to get involved with the AXO alumnae in the area. We hope to make this an annual event.

Informal get-togethers were also a common theme this past semester. In the fall, Carrie Buchanan MIT '08 AXO '05, Kristin Falciglia MIT '08 AXO '05, Jessica Blass MIT '07 AXO '04, Caroline Barker MIT '08 AXO '05, Morgan Trimble MIT '06, AXO '02, Austin Zimmerman MIT '06 AXO '02, Ellen Sojka MIT '08 AXO '05, Rachel Ellman MIT '07 AXO '04, and Samira Azarin MIT '06 AXO '02 flew in from Florida, Tennessee, Wisconsin, and other areas, and stayed at the AXO house for 4 days. They not only bonded with each other over classy dinners, but they also caught up with current sisters and shared their experiences as AXO alumnae.

Zeta Zeta is planning a senior outing this spring to celebrate the imminent graduation of the Class of 2009. Rashmi Khare, head of Zeta Zeta, is working to gather a large group of Zeta Zetas to take our seniors out for a night in Boston in celebration of all of their hard work and success as AXO's and as MIT women.

Finally, one of our alumnae will be running in the Boston Marathon in memory of another alumna who recently passed away. We plan to invite local alumnae to help active sisters create a large banner to place on the front of our house to support her, and all of the AXO runners, who will then be able to see the sign as they run down Commonwealth.

3. Please describe your chapter's interaction with your House Corporation.

There are 2 mandatory undergraduate executive committee officers that are required to be voting members of the house corporation- this requirement is written into the house corporation bylaws. Typically these officers have been the Chapter President and the House Manager, but the house corporation also includes the VP Finance (Treasurer) and VP CRS (Standards Board Chair) in its email lists. Beginning this spring, members of our house corporation attend one chapter meeting each year to meet the chapter, explain what house corp is, and to answer any questions that the undergraduates might have. In the past the house corporation has learned that not every undergraduate may have reason to interact with the house corporation, and so spending a few minutes at chapter each year is a great way to stay in touch. In order to prepare for the AILG Accreditation Visiting Team, the house corporation president meets with the chapter president, house manager, and other members of exec to fill out the Accreditation form and prepare for the visit. The house corporation members encourage undergraduates to attend the monthly house corporation meetings (which are held via conference call). We have found that encouraging involvement during our years as undergraduates gives the house corporation board a steady flow of new recruits every year.

Each spring, the house corporation elects new directors and new officers, and they also encourage undergraduate attendance at this annual meeting. Besides the offices of president, vice president, and secretary, the house corporation have created a few new roles to ensure that the house corporation and the undergraduate chapter are on the same page. The house corporation has a "House Manager Adviser," who is also a member of the chapter's alumnae advisory board, as well as an IT Contact, who receives updates from MIT- this past fall when MIT began updating all of the FSILG's internet networks, our IT Contact kept both groups aware of timing and plans. In addition to these two positions, the house corporation also has a designated "Internal Relations" position- this person stays in touch with all of the relevant Alpha Chi Omega organizations: the undergraduate chapter, regional alumnae chapters, the MIT virtual chapter, and Alpha Chi Omega Nationals. The Internal Relations person is in charge of making sure the house corporation is aware of the undergraduate chapter's needs. When the house corporation Vice President/Forms and Filing is filling out the IRDF Educational Grants, she communicates frequently with the undergraduate chapter's VP Finance, Chapter President, and their accountant; maintaining a close and positive relationship with the undergraduate chapter is always a top priority for the house corporation.

Because it is difficult to transition new members of house corporation into the organization, the house corporation has created a Google Website. The house corporation posts agenda items and minutes, the undergraduate chapter calendar, contact information for the house corporation as well as for MIT affiliates that the house corporation deals with frequently, a list of membership and the house corporation bylaws and roles description. While the immediate purpose of creating this site was to help our house corporation members, who do not all live in Boston, stay involved despite their location, it has also helped to serve the undergraduate chapter- the House Manager has taken over a large part of the website for creating transition documents. Because of the large turnover of House Manager (it is the only executive committee semester-long position), having an online journal complete with inspection checklists, contact information for FCI and their vendors, and "to do" lists has strengthened the knowledge base for all future House Managers. The Alumnae Relations Chair, VP CRS (Standards Board chair), VP Finance (Treasurer), and Chapter President all have access to the site, as do any undergraduate members who are interested in becoming members. Since the site is not public, We have included several web shots to show as examples.

Alpha Chi Omega has one of the first "virtual house corporations" at MIT- because of the age of our chapter, the size of our alumnae body, and location of our members, becoming a virtual chapter has helped enormously with recruitment and retainment of members. While we make sure that at least two of the alumnae directors are in the Boston area every year, we have learned that limiting membership to only alumnae who live nearby is detrimental to the size of our house corporation board..

Theta Omicron House Corporation (Alums are bolded and italicized)

President: ***Raffaella Wakeman '08***

Vice President: ***Doria Holbrook '08***

Secretary: Libby Palmer '09

Treasurer: NHC

Chapter President: Margaret Leibovic '10

House Manager: Amy Leung '10

Chapter Adviser: ***Michelle Miller Wallace***Directors:

Mary Motto '93

Jennifer Yang '97

Lisa Tatterson '99

Karen Jasinski

General Members:

VP Finance: Emily Shao '11

VP Chapter Relations and Standards: Ashley Pinchinat '10

Yolanda Fan '02

Tenley McHarg '04

Kelly Johnson '05

Jessica Eisenstein '06

Rachel Ellman '07

Amy Gilpin '09

Emily Hayes

Raffaella Wakeman, President of our Housecorp, recently sent this email to alums and active members: *Dear Sisters,*

I hope this email finds you all well. I wanted to provide you all with an update from the House Corporation. First, we have set the date for our annual House Corporation meeting, which will be held on Alumnae Reunion Weekend on Sunday, April 26th at 3PM. It will be held at the house, but we will also set up a conference call to include anyone who is interested in attending but cannot make it to Boston that weekend. We will be electing new Directors and officers, as well as voting on our 2009-2010 budget and discussing some long term plans concerning the house. We are always looking for new members to join the House Corporation, so if you are interested in joining, please email me back!

In House-related news:

-The house is currently undergoing a wireless network update along with the rest of the FSILG community, courtesy of the Independent Residence Development Fund (IRDF).

-The third floor bathroom renovation was completed in December and it looks fantastic!

-On June 5th from 3-5, we will be hosting a Reception at our house for all of you who plan to be in town. Details to follow. If you plan on being in the area during that time, be sure to stop by to see the beautiful house and catch up with fellow Alpha Chis.

In MIT-related news:

The AILG is currently looking for Boston-area volunteers to participate in its activities. There is currently one seat on the AILG Board that is opening up this year, and the AILG Accreditation Committee is always looking for new volunteers to assist in Accreditation Visits it plans to all the FSILGs each year. At the moment there is only one Board member who is a sorority alumna, so adding another woman to the mix would be ideal for us. If you are interested in volunteering for the AILG, please email me and I'll get you in touch with the right people.

I hope to see you all in June

Loyally,

Raffaella Wakeman

4. Please describe your chapter's interaction with your Alumni Advisors.

In mid-December, each new Executive Officer of Alpha Chi Omega met with their alumnae advisor (in person or by phone) to discuss goals and plans for the coming semester. Following this meeting, alumnae advisors kept in touch with each officer through email and phone to monitor their progress and provide helpful feedback on their work. As VP Alumnae Relations, I met with Jess Eisenstein, MIT '06 AXO '03, who was very helpful in my transition to an executive position. I also met with Rashmi Khare MIT '01 AXO '97 who is the president of Zeta Zeta, AXO's local alumnae chapter. We discussed the care packages that Zeta Zeta provides during finals week and looked into hiring someone to revamp AXO's alumnae website.

Many AXO Alumnae Advisors were present during our Regional Executive Board Retreat this March. 5 schools from our province sent members of their Executive Boards to MIT where we shared ideas and discussed issues that face Alpha Chi sisters. Michelle Miller Wallace, Rashmi Khare, and Raffaella Wakeman all helped to facilitate this event and lead discussions among Exec members.

There are a few Alumnae Advisors who have continued to go above and beyond the call of duty. Victoria Davis MIT '04 AXO '00 acts as Theta Omicron's Recruitment Alumnae Advisor. Not only does she lead the group of alumnae who return to help us recruit, but she travels all the way from Northern Virginia each year to spend 2 weeks with Theta Omicron during Bond Week and Recruitment. Victoria has helped us to be continually successful in reaching quota and having well-rounded and amazing new member classes.

Our chapter advisor, Michelle Miller Wallace, is also extremely active in all aspects of our chapter. She attends our weekly Executive Board meetings and acts as a liaison between Theta Omicron and Nationals.

Because our Alumnae Advisors give so much to our chapter, we also enjoy giving back to them. At the end of each school year, we send each advisor a card and a small gift as a token of our appreciation.

5. Please describe how you communicate chapter news to alumni/ae. If you have a newsletter, how often is it distributed? How is your newsletter distributed (mail, email, website)? Include a pointer to electronic copies of your newsletter(s) (since June 2008).

Theta Omicron produces a monthly newsletter which is sent electronically to all alumnae. This newsletter includes reminders about upcoming events, general chapter news, sister spotlights, and articles about AXO sisters' involvement around campus. The VP Alumnae Relations keeps an archive of all past newsletters electronically and as hard copies. So far this semester, we have sent out 2 newsletters, each of a different format, to see which design is the most appealing.

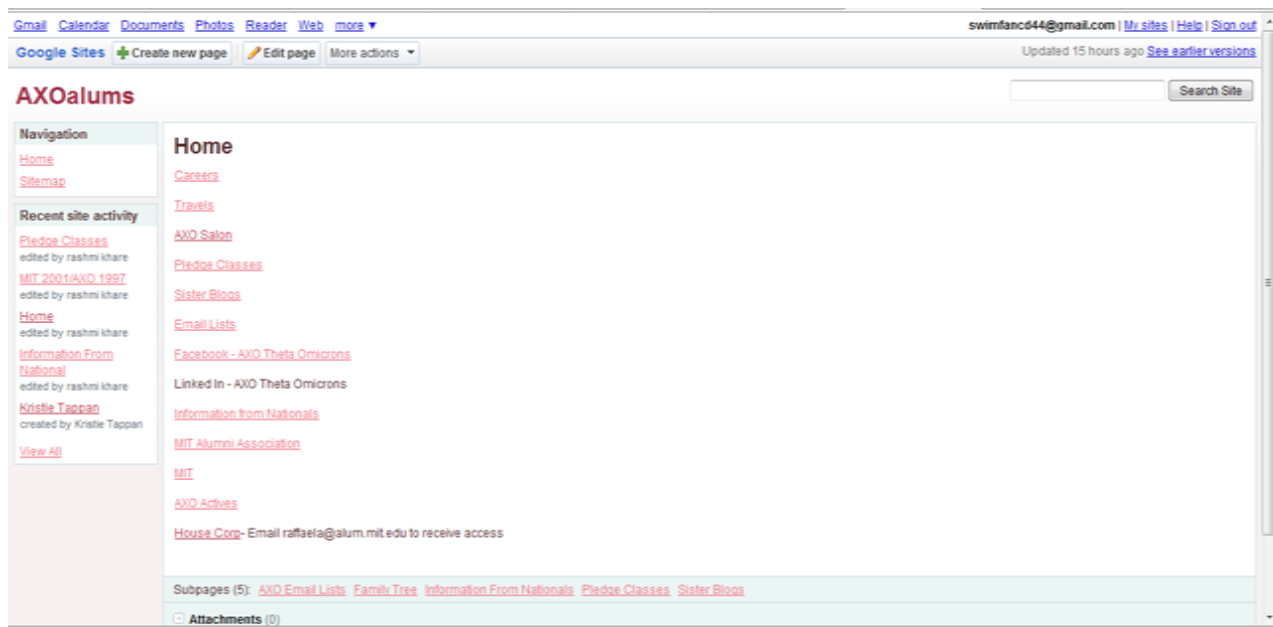
In addition to these monthly updates, we will be continuing the semi-annual publication of Chi Connections, with the next publication coming in May. It will be mailed out to all the alumnae we have addresses for. Chi Connections has articles highlighting the large social events of the spring term, our Lip Sync philanthropy event, updates from alumnae around the world, and post-graduation plans for every member of the senior class. The Chi Connections for next fall's term will include profiles of our new member class and summaries of DVA Week.

New this year, VP Alumnae Relations is working on creating a newsletter that highlights the activities and achievements of alumnae. In the past, there has been a one way flow of information in which alumnae receive a newsletter about the active sisters. This year, with the implementation of this new newsletter portraying the lives of the alumnae, hopefully there will be more of a two-way flow of information, further strengthening the relationship between sisters and alumnae. This project is still in the works, currently at the stage of sampling alumnae interest and accumulating articles for the first issue.

***Please find the first two newsletters of this semester attached to this email.

6. Please describe how you use your chapter's Web site to communicate with alumni/ae. Include a screenshot as an attachment to your application or include a web address for review.

AXO at MIT has 2 websites. The Theta Omicron website, for the active sisters, links to a second site for Nu Rho Nu, the alumnae chapter. Raffaella Wakeman MIT '08, AXO '05, and Kristie Tappan MIT '03 AXO '99, have been working hard to create a new site that 1) is easily navigable 2) relieves alums from excessive spam emails 3) is comprehensive and 4) helps strengthen the AXO bond even after graduation. This website has a sitemap, making it easily navigable, has forums for specific discussions that prevent flooded inboxes (and make people more likely to respond to the important emails), provides information on a wide range of AXO activities, and also provides glimpses into the lives of alums and actives through the 'Pledge Class' and 'Theta Omicron Facebook' sections. The alumnae chapter's google site includes the following sections: careers, travels, AXO Salon (place for discussions), pledge classes, sister blogs, email lists, Theta Omicron Facebook, Linked In Theta Omicron Network, Information from Nationals, MIT Alumni Association, MIT, AXO Actives, and House Corp. This Google Site is a major improvement over the alumnae website from previous years which used the mitScripts server, a smaller and less user-friendly site that was not separate from the Theta-Omicron site. Screen Shots are attached of the new and improved alumnae site.



AXOalums

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edited by rashmi khare
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Careers

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Subpages (5): [Employment Database](#) [Graduate School](#) [Job Postings](#) [Questions and Advice](#) [Resumes](#)

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AXO Email Lists

If you'd like to be added to any of these lists please email bryn@mit.edu

Alums

axo-alumschat virtually all alumnae are on this list

House Corp

axo-hcboard HC Board
axo-housecorp all members of HC, including members at large

Class Years

axo#### organized by graduation year
axo## organized by pledge class/new member class year

Regional

axo-allanta
axo-bayarea
axo-boston
axo-chicago
axo-dc
axo-midwest
axo-socal (Southern CA)
axo-newyork
axo-seattle
axo-texas

Discussion

axo-alumschat VERY LOW traffic
axo-discuss alums and undergraduate occasional bursts of traffic (maybe 2.6 times per year)

7. Please describe how you engage alumni/ae as mentors, career advisors and/or for networking.

Alpha Chi Omega has a very successful Alumnae Networking program. VP Alumnae Relations works very closely with VP Intellectual Development to incorporate study breaks and networking informational events into the semester. On April 12th, we are holding a careers and majors study break after chapter. This event is intended for freshmen, as they have to choose their major by April 17th, but invitations are extended to the entire chapter. Already, 7 Theta Omicron Alums covering 9 different majors have volunteered their time to come and discuss career paths and techniques for academic success within different fields.

We also hold a career/majors study break and senior transition panel during our annual Alumnae Weekend (see question 1), which will be held April 24th -26th this year. Hopefully, those sisters who were unable to attend our networking event on April 12th will be able to attend this event, and those that connected with alumnae at the first event will be able to check in with the alumnae that advised them, as the second event will come after freshmen sisters have to choose their majors. This event will also provide a wider scope of career opportunities, as both Theta Omicron and Zeta Zeta alumnae will share their knowledge on academia and the work world.

Our sisters are all encouraged to become members of Infinite Connections, the MIT online network of alumni. Many AXO's can be found on this site, and it is always encouraging to come across a sister in your own field when doing searches on Infinite Connections. When I was searching for an internship this summer, I looked for MIT alumni who are currently attending medical school, and came across an AXO, Anna Morys, who then gave me various suggestions of summer programs. Anna helped me apply to the National Student Leadership Conference on Medicine, where I will be working this summer.

Another method we use to network with our alumnae is through mailing lists. We have separate mailing lists for various locations, such as axo-boston and axo-newyork, so sisters who are traveling or working in those locations will be able to network and find other Alpha Chi's.

Finally, VP Education and VP Alumnae Relations got an idea from another chapter at the Regional Executive Retreat to have "Lyre Birds" which are alumnae who are paired with new members following Bid Day. These alumnae will act as resources to the new members for all aspects of Alpha Chi. They will be especially helpful for networking, and we hope that this new program will allow sisters to connect with an alumnae who can act as an advisor throughout their collegiate experience.

8. Please describe any other programs, events or outreach not described above (i.e. Holiday Cards, Relational Phonathons, and email listservs).

Alpha Chi Omega’s Alumnae Program concentrates heavily on helping our current seniors make the transition to alumnae life. This year, VP Alumnae Relations is working with VP Education to create a Senior Week, all leading up to Hall of Commitment (initiation into the AXO alumnae chapter). One class will present the seniors with a special gift each day of senior week (a serenade, a dinner, a skit), and at the end of the week, the seniors will have their own outing in Boston. Hopefully, this week will help the seniors renew their bonds with each class and with each other before graduation.

VP Alumnae Relations works with Rashmi Khare, the president of Zeta Zeta, to bring in alumnae for the Hall of Commitment Ceremony. This year, the ceremony will be held for 1 hour before chapter on May 10th and about 20 alumnae are expected to attend. Following chapter, there will be a dinner honoring the seniors.

A tradition that was began after Recruitment 2007 was sending personal thank-you notes to alumnae who have gone above and beyond their responsibilities as alumnae. Each alumnae who helped during Recruitment was sent a personal thank you card as a token of Theta Omicron’s appreciation.

This year, alumnae will be invited to donate prizes for our LipSync Philanthropy event. Prizes are given to the best acts and are normally donated by local Boston stores, and we felt that alumnae would be a great resource to help make this event a success. All proceeds go to BARCC, and last year we raised more than \$2,000.

AXO relies heavily on email lists to stay in contact with alumnae. This is the simplest tool to reach the broad network of alumnae, but is also very comprehensive—encompassing different regions, interests, and years of graduation. Sisters are encouraged to use the proper email lists to contact other sisters and alumnae with questions or discussion topics.

<i>Alpha Chi Omega</i> <i>Email Lists:</i> axo- email	send requests here to be added/removed from lists
<i>General</i>	
axo-alums	Old list, full of spam- monitored for redirects
axo-alumschat	Low traffic, used as primary contact

	for actives and alumnae
axo	Undergrads, a few alumnae, high traffic
axo-discuss	Alumnae and undergrads, occasional bursts of traffic
axo-contro	Undergrads and alumnae
axo-classagents	Has contact for each pledge class
axo85, axo86, through axo07	Pledge class email lists
<i>Interests</i>	
axo-funny	
axo-reading	
axo-feminist	
axo-christians	
axo-mds	
axo-moms	
<i>Regional</i>	
axo-atlanta	
axo-bayarea	
axo-boston	
axo-chicago	
axo-dc	

9. How do you develop, improve, setup and/or pass on your program from year to year?

AXO-Theta Omicron has taken great strides in the past few years to pass on the executive board materials from one year to the next. This year, we began to rely heavily on the Exec Wiki, an online database containing information about how to run each position. Each officer is able to edit their own executive position's page to include information such as event details from the past and contacts to advisors. Specifically for VP Alumnae Relations there are agendas from past Alumnae Weekends, archives of newsletters, and information on how to use alumnae email lists and Yahoo! Groups. The Wiki has been incorporated this year in the hopes of eliminating the information binders that were used in the past. These binders were rather out of date and unorganized, and the Wiki this year has been very helpful because of its accessibility and easy navigation.

At the end of first semester, there was an Executive Board transition meeting where each previous officer went through the officer binder and discussed what went well and what could be improved for each position. VP Alumnae Relations discussed the improvements that were made in programming with the Alumnae Brunch on Newbury Street in the fall being extremely successful. Some goals that were discussed were to increase attendance at Alumnae Weekend and to create a new newsletter that informs active sisters about the incredible things that alumnae are doing in the world.

Furthermore, each executive officer met with their Alumnae Advisor at the end of first semester. VP Alumnae Relations met with Jessica Eisenstein MIT '06 AXO '03 at a café in Cambridge to discuss goals and plans for the year. She went through each event that the VP Alumnae Relations plans, explaining the details that need to be taken care of and the delegation of tasks that need to be done. Jess has kept in touch with the current VP Alumnae Relations, answering questions promptly and concisely.

Finally, Theta Omicron employs informal meetings (whether in person, by email, or by phone) between exec officers and the previous holder of that position. Throughout the semester, VP Alumnae Relations has kept in close contact with the previous two VP Alumnae Relations (Katherine Wing Shan Wong MIT '10 AXO '07 and Raffaella Wakeman MIT '08 AXO '05) to get advice and bounce ideas off of each other. These women often have informal dinners or lunches together to discuss improvements that can be made to the Alumnae Relations program, thus exhibiting the way in which the program is really a collaborative effort between actives and alumnae.