

ALPHA KAPPA ALPHA SORORITY, INCORPORATED®

*Sigma Tau Omega
Chapter*

PROTOCOL
AND
COURTSEY
GUIDELINES

Protocol – Courtesy Guidelines for Sigma Tau Omega

Courtesies for Death

Immediate family – including spouse, children (biological, adopted or legal guardian), biological mother, biological father or legal guardian. Courtesy will include STO News email acknowledgement, a Sympathy card and floral plant not to exceed \$75* including delivery. All deliveries - delivered to the home of the Soror.

Remaining Immediate and other family – including mother in-law, father in-law, grandparents, siblings (including in-laws). Courtesy will include STO News email acknowledgement and a Sympathy card mailed.

Death of Soror - Courtesy will include STO News email acknowledgement, a Sympathy card and floral plant not to exceed \$75 including delivery. Delivered for funeral service or to the home of the family. Ivy Beyond The Wall Ceremony will be conducted upon request according to Alpha Kappa Alpha protocol.

Suggestion: Floral arrangement from Area florist, Online vendors like FTD.com

For all death courtesies Hodegos will express condolences on behalf of the chapter.

Courtesies for Birthdays

Birthday acknowledgements may include any of the following:

- Card mailed, acknowledgement during chapter meeting, general acknowledgement in the newsletter, and Social Media recognition
- Virtual birthday background, Sorors spotlighted, happy birthday song
- Sisterly Relations Birthday social

Courtesies for Illness

Get-Well card mailed. Sorors hospitalized or *Major surgeries requiring two or more weeks for recovery at home* may send STO News email acknowledgement and get-well acknowledgement not to exceed \$35* including delivery. All deliveries - delivered to the home of the Soror or in hospital.

Suggestions: Flowers, balloons, or care package

Courtesies for AKA Anniversary

Sorors to be acknowledged during Hodegos report.

Courtesies for New Reactivation and Transfer Members

Sigma Tau Omega will provide a small token not to exceed \$5* including mailing.

Suggestions: Provide a Gift bag (Pin, Pad, plastic Sigma Tau Omega wristband, etc.)

Courtesies for Marriages, Births, Major promotions, Advanced degrees, Retirement, and Political Office

- Acknowledgement in newsletter – Good News Section in the Cultured Pearl Newsletter
- Acknowledged during the Hodegos or Basileus report.

Courtesies for New Jewel Milestone

All Sorors will receive a Sash

Suggested Vendor:

Pink Sash

ΣΤΩ Silver Star Soror (Silver Writing)

ΣΤΩ Golden Soror (Gold Writing)

ΣΤΩ Pearl Soror (Pearl or White Writing)

ΣΤΩ Diamond Soror (Pearl or White Writing)

Courtesies for VSG

When invited to special events of Sigma Tau Omega, to include Officer Installations, Founders' Day, Protocol will give a gift that is approved by the Protocol Chairman and Basileus. These courtesies will be provided for Supreme Basileus, Regional Director, International Directorate, and Special Presenters or Speakers. Other courtesies will be determined in the planning committee and from the budgets and funds established within the committee and Basileus budget.

The Protocol Chairman will send cards to current or former International and Regional Officers on behalf of the chapter for the following occasions:

- Upon receipt of notices regarding deaths and illness
- Other occasions including birthdays and Christmas upon request of Basileus
- Congratulatory Acknowledgement for Incoming/Outgoing Officers upon request of Basileus

Courtesies for outgoing Basileus

Outgoing Basileus will receive a gift from the Incoming Basileus.

****Monetary amounts listed are based on current Courtesy budget and should be reviewed annually.***

Courtesy Responsibility

Hodegos will be responsible for the following courtesies:

- Courtesies for Death
- Courtesies for Birthdays
- Courtesies for Illness
- Courtesies for AKA Anniversary
- Courtesies for New Members
- Courtesies for New Jewel Milestone

Protocol Committee will be responsible for the following courtesies:

- Establishing the General Chapter Courtesies
- Courtesies for VSGs
- Assist the Hodegos and Committee Chairmen for special events with courtesies as necessary

Email Acknowledgement Process for Deaths & Illness

- When notice is received indirectly, the Chapter Hodegos will first contact the Soror on behalf of the chapter. During this time, information may also be shared with the Basileus and Chaplin.
- The Hodegos will confirm the information that the Soror would like shared in the STO News email which may include (names, address, phone number, email, specific dates, funeral service information, procedural dates and location, prayer request and any other necessary correspondence)
- Immediately upon confirmation of the details and approval from the Soror, the Hodegos will send STO News.

Alpha Kappa Alpha Sorority, Incorporated®
Sigma Tau Omega Chapter
2024 Protocol Committee

Soror Kim Forde, Chairman

Soror Andrea Owens-Byrd, Basileus
Sigma Tau Omega Chapter

Committee Members

Soror Monica Click	Soror Terrica Nelson
Soror Sophia Crawford	Soror Sherry Johnson White
Soror Peggy Credle	Soror Tammie Pulley
Soror Carlotta Hicks	Soror Pandora Robinson
Soror Rita Jerman	Soror Stephanie Rodman
Soror Prenessa Lowery	Soror Alma Williams
	Soror Bonnie Whitney

Revision Date

February 22, 2022 (updated)

December 2023 (reviewed no changes)

December 2024 (reviewed no changes)