



ALPHA KAPPA ALPHA SORORITY, INCORPORATED

GLOBAL LEADERSHIP THROUGH TIMELESS SERVICE

2012 MARTIN LUTHER KING, JR. DAY OF SERVICE

VOLUNTEER LEADER TRAINING



“Life’s most persistent and urgent question is: What are you doing for others?”

Dr. Martin Luther King, Jr.

Greetings Sorors,

Thank you for agreeing to serve as your chapter’s Volunteer Leader/MLK, Jr. Day Project Chairman. Your role is critical to the sorority’s successful implementation of our celebration of the life and teachings of Dr. King.

As Volunteer Leader, you are responsible for coordinating your chapter’s MLK, Jr. Day activities and serving as the liaison between your region’s representative to the International Program Committee and your chapter. You have five (5) major duties as Volunteer Leader. They are to:

1. Lead your chapter in the planning and execution of an MLK, Jr. Day of Service project to mobilize volunteers in your community in service to honor Dr. King including your EYL girls and reaching out to military families.
2. Encourage your chapter to host (*ideally in partnership with other chapters/organizations*) an **America’s Sunday Supper** event to be held on **Sunday, January 15, 2012** or **Monday, January 16, 2012**. Please note that chapters that host both a supper and service project will be recognized at the 2012 regional conferences. Volunteer Leaders will be asked to submit photos of your events in early February 2012.
3. Complete the online **Chapter Planned Event** survey on or before **11:59pm EST Saturday, December 31, 2011**. The survey may be accessed at: <http://www.surveygizmo.com/s3/739877/AKA-2012-MLK-Jr-Day-of-Service-Planned-Events-South-Eastern-Region>
4. Track your volunteer leader service time on the **Volunteer Leader Service Record** form. Complete the form, save as a .pdf, and email it to **AKAMLK2012VLSR@inbox.com** on or before **11:59pm EST Monday, January 23, 2011**. Note: We believe that most Volunteer Leaders will likely spend 6-10 hours between now, up to, and including the time spent attending your MLK, Jr. Day of Service project events. One hour of training time has already been noted on the record form.
5. Complete the **Chapter Final Event Summary Report** survey after your MLK, Jr. Day of Service projects online and submit by 11:59pm EST Monday, January 23, 2011. The survey may be accessed at: <http://www.surveygizmo.com/s3/739959/AKA-2012-MLK-Jr-Day-of-Service-Final-Event-Summary-Report-South-Eastern-Region>

Please contact your regional representative on the International Program Committee with any questions about the MLK, Jr. Day of Service project.

International Program Committee

REPORTING INFORMATION

There are three (3) reports that chapter Volunteer Leaders will be responsible for submitting. Here is a list of the reports with the due dates, and the information being collected:

AKA 2012 MLK, Jr. Day of Service Planned Events Report – due date: Saturday, December 31, 2011.

1. Chapter
2. Volunteer Leader Name
3. Email address
4. Telephone #
5. Will your chapter host a Sunday supper?
6. If so, briefly describe supper (date, location, time, partners, etc.)
7. Briefly describe your MLK, Jr. service project event
8. Estimate Participation
 - a. # of Sorors
 - b. # of Non Soror, Adults, Non-military or military family members
 - c. # of Youth, under 18, Non-military or military family members
 - d. # Adults, Veterans, Active duty, military family members
 - e. # Youth, under 18, Military family members
 - f. Total estimate # of participants in MLK, Jr. Day events

Volunteer Leader Service Record – due date: Monday, January 23, 2012.

1. Volunteer Leader Name
2. Chapter Name
3. Region
4. Date, Activity Description, and Time (in hours) including: training, planning time, America's Sunday Supper, and the MLK, Jr. Day service project time.
5. Total Volunteer Leader Service Time

AKA 2012 MLK, Jr. Day of Service Final Event Summary Report – due date: Monday, January 23, 2012.

1. Chapter
2. Volunteer Leader Name
3. Email address
4. Telephone #
5. Total Volunteer Leader Service Time (*from the Volunteer Leader Service Record*)
6. Did your chapter host a Sunday supper?
7. If so, briefly describe supper (date, location, time, partners, etc.)
8. Briefly describe your MLK, Jr. service project event
9. Estimate Participation
 - a. # of Sorors
 - b. # of Non Soror, Adults, Non-military or military family members
 - c. # of Youth, under 18, Non-military or military family members
 - d. # Adults, Veterans, Active duty, military family members
 - e. # Youth, under 18, Military family members
 - f. Total estimate # of participants in MLK, Jr. Day events