

Souvenir Journal Workshop

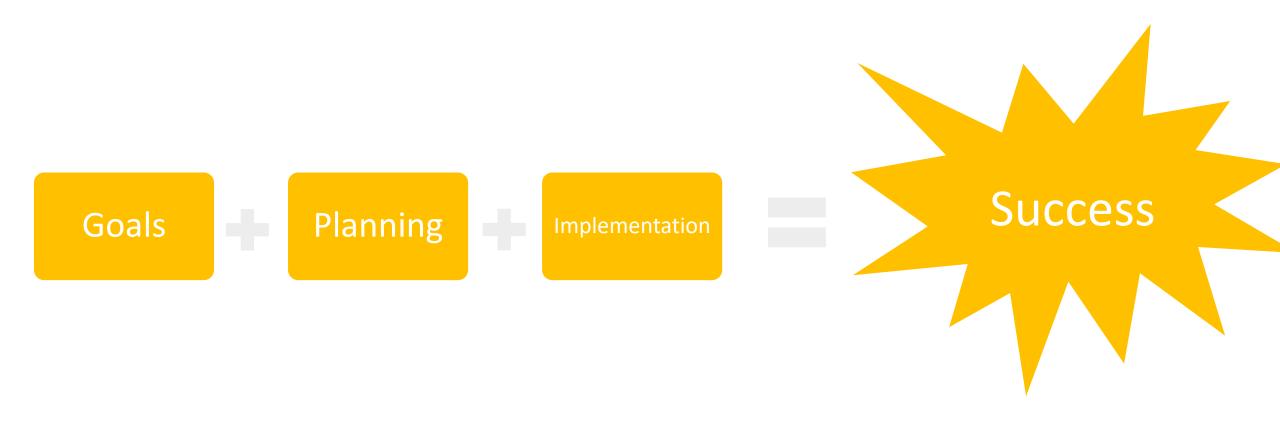
SPONSORED BY THE DEED FOUNDATION & THE KANSAS CITY
MISSOURI ALUMNAE CHAPTER OF DELTA SIGMA THETA SORORITY, INC.



AGENDA

- SUCCESSFUL MARKETING
- PARTICIPANT PROFILE
- AD AND PATRON DETAILS
 - Pricing
 - Creating & uploading ads
 - Submitting
- DUE DATES
- QUESTIONS

FORMULA FOR SUCCESSFUL MARKETING



SET YOUR GOALS

You must raise a minimum of \$750 in ad sales*

2 Determine your target audience

3 Determine your strategy



DETERMINE TARGET AUDIENCE

Delta who recommended you

Nail Technician

Barber/Hairdresser

Relatives (distant & close)

Neighbors

Realtor

Godparents

Doctor/Dentist/Nurse

Bank (yours & parents)

Play Brother/Sister

Teachers (past & present)

Parents' co-workers

Pastor/Pastor's Wife

Coaches (past & present)

Parents' business associates

Church Members

Schoolmates

Parents' Alumni Groups

Sunday School Teacher

Social Media Friends

Parents' Clubs, Sororities,

Church Choir Members

Past supporters

Fraternities

Church Groups & Ministries

Librarian

Mentors

Employer

Car Dealerships

Deltas!!! – find some and ask

Extracurricular Leaders Volunteer Agencies

PLAN FOR SUCCESS

- Create letters, brochures, and other resources to market yourself
- Write your sales script (Be sure to tell supporters that ad proceeds go directly towards the scholarship fund)
- Maintain a marketing schedule
- Keep track of your sales

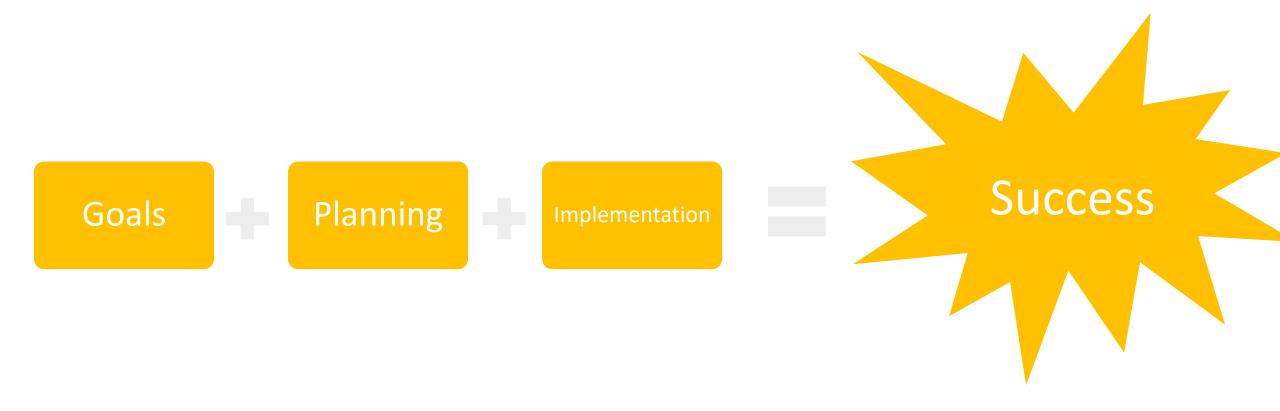
SAMPLE LETTER

Dear Friend, Our son/daughter, ______, who will be graduating from ______ High School this year, has been selected to be a participant in Cotillion 2024. Cotillion is a scholarship program sponsored by the Foundation for Delta Educational and Economic Development (DEED) and Delta Sigma Theta Sorority, Inc., Kansas City (MO) Alumnae Chapter. This program will culminate in a virtual Formal Presentation and Scholarship Recognition Program to be held on Saturday, March 30, 2024. We hope you will support us by being one of our patrons and/or attending this momentous event. Attached is the ad order form and a sample page that you may use to design a special message for ______; or, if you wish, you may attach a business card and we can have it printed in the Souvenir Journal. We will need to receive a copy of the order form, ad, and money for advertisements by February 11, 2024. You may pay via check made payable to DEED or online at www.deedkcmo.org/cotillion/support-the-participants/ Monies generated annually through the Cotillion are used to provide scholarships which are shared by all participants. share it with our family and closest friends. Sincerely, John and Jane Parent

IMPLEMENT YOUR PLAN

- Practice your sales script
- Call your contacts
- Follow-up with your contacts
- Collect/create ad and payment
- Create ad using the appropriate template
- Review for errors
- Collect information
- Track ad submissions and payment
- Thank your supporters

TO REVIEW



PARTICIPANT PROFILES



Parents: Robert Lee Williams & Beatrice B. Williams

School: O'Hara High School

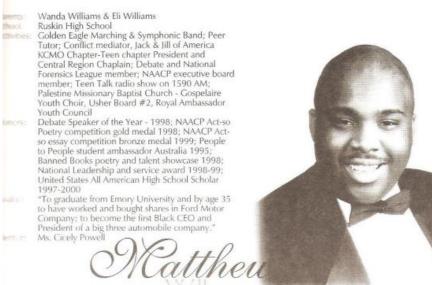
Activities: Varsity Track; Varsity Cheerleader-Captain for three

years; Pep Club; TREND; Gospel Choir; Ethnic Advisory; Youth as Resources; YPD-Vice-President Honors: Intensive Studies Program; Cheerleader of the Year

Goal(s): "To attend a four year college and become a pediatrician; to always keep God in my life"

Mentor: Ms. Stacia Reed

Denika



ents: Carol L. Ragland Jones & Lonnie Ragland

pol: Lincoln College Preparatory Academy

ivities: Summer Debate Institute; Debate Kansa Amnesty International; Co-Editor of Yea PhotoJournalism; Young Women's Pre-C Leadership Program; Business Africa Co

nors: Honor Roll; Who's Who Among America School Students; Debate Best Speaker A Outstanding Leadership Award

al(s): "To successfully complete, majoring in A Communications and minoring in Politic and to use Knowledge and life's experie my-path in life, helping others along the

ntor: Ms. Toyia Cavole

nnetta

PARTICIPANT PROFILE

A headshot, a full-length casual photo, participant profile and words of encouragement will be included in the Cotillion Souvenir Journal

- You will take a professional headshot that will be included as part of this profile on Sunday, November 12, 2023.
- You will need to <u>complete your participant profile by December 17,</u> including <u>uploading a full-length picture</u> of you doing something you enjoy. (NOTE: draft participant profile is due November 12)
 - Access and submit the participant profile form via: https://form.jotform.com/DEED_Foundation/ProfileSubmission
 or choose Cotillion Participant Profile Form from the DEED website (www.deedkcmo.org)
 - Upload your casual photo (name it your first and last name) to your Box folder
- Profile should include 3-5 recent involvement and accomplishments:
 - School/Extracurricular activities including honors received & leadership roles
 - Church
 - Community service activities
 - Also include the number of years involved in the activity (ex: 5 yrs.)
- A note of encouragement from parents/guardians is due by January 14
 - Access and submit the form via: https://forms.gle/xhcXAXcPukZrodxF9

Participant Profile Example

Justice R. Bailey Daughter of

Ms. Thomasean Broom and Mr. Justin Bailey

Blue Valley North High School Coalition (race project) (4 years) Black Student Union (4 years) Track & Field (3 years) Football Manager (3 years) Diversity Club (2 years)



Glory Bible International Fellowship Church Team Believe AAU (5 years)

Community Service Delta GEMS (2 years) Peer Volunteer (disabled) (2 years) 5K Charity Run/Walk (2 years)

Most Memorable Moment: One of the best Memorable Moments I experienced was at New York Fashion Week with my mom. Thomasean Broom. We had set forth on a weeklong business trip as my mom was featured in a fashion show for her upcoming brand. My mom and I had a great opportunity to build our relationship and experience mother-anddaughter bonding. During the course of events, I was able to capture a significant moment of my mom as a designer! Seeing her eyes light up like a child, brought tears of joy, as I'm able to see her dreams come true. As a mother, she had responsibilities to take care of (children), leaving her to hit a pause on her own inspirations and dreams. The best moment captured was her excitement after her models walked, and I captured a picture of her in the busy streets of Times Square! Overall, I learned all dreams can come true if you are truly passionate about your craft.

Justice R. Bailey Daughter of

Ms. <u>Thomasean</u> Broom and Mr. Justin Bailey



Motto: "You have the power to change perception, to inspire and empower, and to show people how to embrace their complications, and see the flaws and the true beauty and strength that's inside all of us." - Beyoncé Knowles

Goals: Upon graduation, I plan to intern here in the Kansas City area over the summer. In the following academic year, fall of 2023, I will attend Clark Atlanta University (HBCU) to major in marketing. My goal is to attain a bachelor's degree and build connections with my peers. During my years of college, I will strive to push my clothing business and advance into the fashion industry using my degree. As my future career is undecided, I have a general idea of working in fashion, while simultaneously continuing my business.

Words of Encouragement from Parents: Justice, from the moment you were born I knew you'd be an intelligent and strong willed woman. You've always made your own way and have never given up even when faced with adversity. Please keep chasing your dreams and becoming the woman I know you are destined to be. Keep being head strong and passionate about your goals in life. Never forget who you are inside and know that I will always stand behind you! To say that I am proud of you does not even begin to describe how I feel! Your journey is just beginning and may it be filled with and abundance of joy and adventure! My only daughter, I love you more than life! Love Always, Mom

33

Participant Profile
Name and
Parent/Guardian
syntax examples

Justice R. Bailey

Daughter of

Ms. Thomasean Broom and Mr. Justin Bailey

Hmyrah Cheadle

Daughter of

Mr. Gary and Mrs. Sonja Cheadle

Tarik La Monte' Gill

Son of

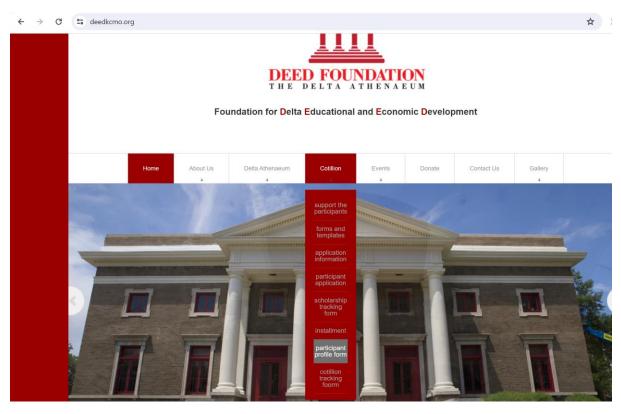
Mr. Dana Wooten and Mrs. La Cretia Wooten

Zayne Haley-Allean Rice

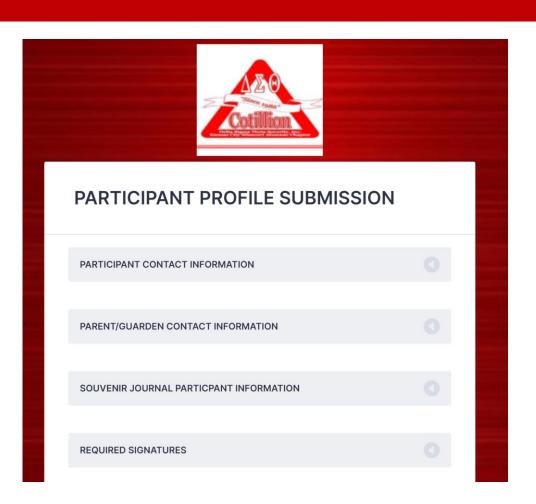
Daughter of

Mr. and Mrs. Glenn E. Rice

DOCUMENTS ON WEBSITE – PARTICIPANT PROFILE FORM



www.deedkcmo.org - Cotillion - Participant Profile Form



https://form.jotform.com/DEED_Foundation/ProfileSubmission

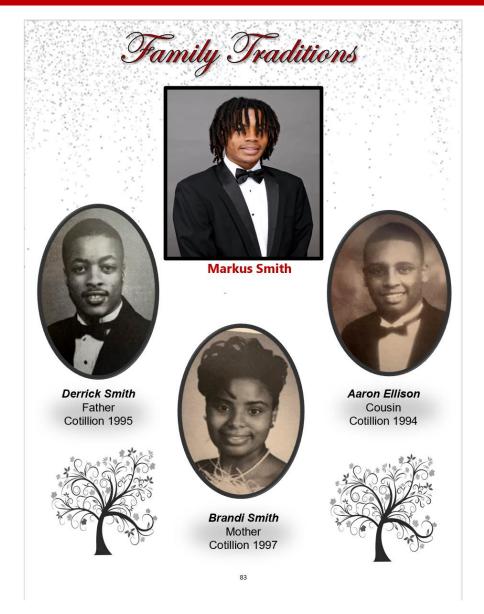
FAMILY MEMBERS WHO WERE IN COTILLION (EXAMPLE)

File Name: Family Members Who Were In Cotillion.xlsx

Participant Name:	Markus Smith
•	

	Family Membe	rs who participated in Coti	llion
	Name	Relation to participant	Year Participated in Cotillion
1	Derrick Smith	Father	1995
2	Brandi Smith	Mother	1997
3	Aaron Ellison	Cousin	1994
4			
5			
6			
7			
8			
9			
10			

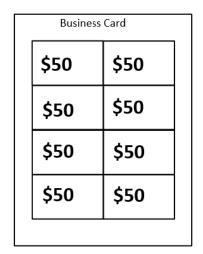
FAMILY MEMBERS WHO WERE IN COTILLION (EXAMPLE)

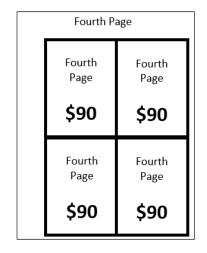


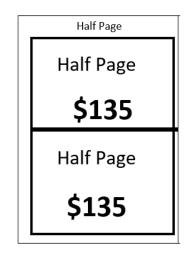
AD AND PATRON DETAILS

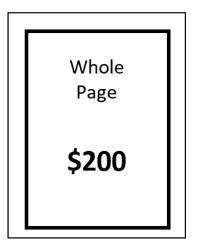


PRICING - ADS









Ads can be printed in color for an additional \$25!

Payments may be made by check payable to DEED or online via PayPal at https://www.deedkcmo.org/cotillion/support-the-participants

Online and/or credit card ad purchases include a 3.5% fee
NOTE: Fees do not count towards total ad sales

PRICING - PATRON LIST

PATRON LEVELS

BRONZE SILVER GOLD

\$30 \$70 \$100

Names can be printed in color for an additional \$25!

Payments may be made by check payable to DEED or online via PayPal at https://www.deedkcmo.org/cotillion/support-the-participants

Online and/or credit card ad purchases include a 3.5% fee
NOTE: Fees do not count towards total ad sales

PRICING - COVERS

COVER LEVELS

\$350

Inside Back Inside Front Outside Back \$450

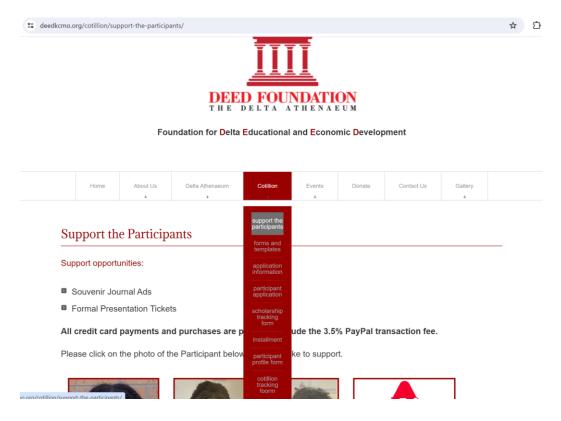
\$550

Color is included in the Price!

Payment due immediately after drawing In person (Cash, Check, Money Order, or Credit Card - 3.5% fee)

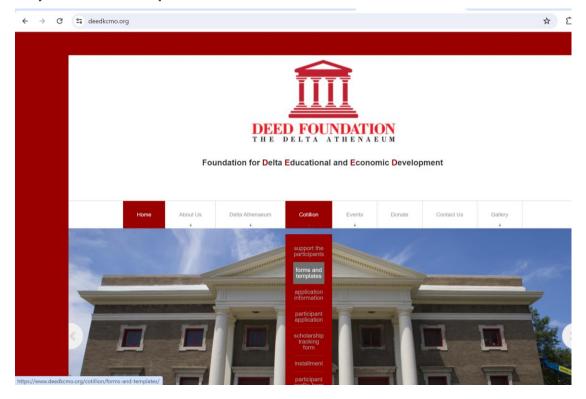
PAYING FOR ADS ON-LINE

- Access "Support the Participants" via:
- DEED website (deedkcmo.org) Cotillion Support the Participants or http://deedkcmo.org/cotillion/support-the-participants/ (see below screenshot)
- Click picture of participant you wish to support, choose ad(s) from drop-down, then add to cart



CREATING ADS

- Either the participant or patron can create an ad by downloading the appropriate template
- Access Souvenir Journal "forms and templates" via:
- DEED website (deedkcmo.org) Cotillion Forms and Templates or http://deedkcmo.org/cotillion/forms-and-templates/ (see below screenshot)
- Create ads using appropriately sized template



DOCUMENTS ON WEBSITE-FORMS & TEMPLATES

Deedkcmo.org/cotillion/forms-and-templates



Foundation for Delta Educational and Economic Development

Cotillion 2024 - Forms and Templates

Souvenir Journal

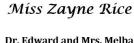
- SOUVENIR JOURNAL AD PRICES
- Souvenir Journal Ad Templates
 - BUSINESS CARD AD TEMPLATE
 - FOURTH PAGE AD TEMPLATE
 - HALF PAGE AD TEMPLATE
 - FULL PAGE AD TEMPLATE

FORMATTING ADS

- Have a focal point
- Fill your space
- Identify each ad (with your name)
- Use readable fonts
- Proof-read your ads
- Include photographs:
 - Available for ¼ Page, ½ Page, Full-Page ads only
 - Good quality
 - Prefer digital photos

Zayne Haley-Allean Rice

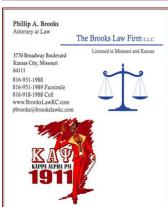












SAVING AND SUBMITTING ADS

- Participants should collect all ads and patron listing/names
- Combine all "same size" ads into one document (see example)
- Upload to BOX folder

Lauren Tigner

CONGRATULATIONS LAUREN TIGNER

WE WISH YOU CONTINUE SUCCESS !!! GOD BLESS YOU

DEACON NATE AND MARIAN HICKS

Congratulations Lauren May God's blessing be with you always. May all your dreams become reality. Soar like an eagle and let God lead the

Best Wishes always

Edward and Cynthia Franklin

2019 Participant Lauren Tigner

May God continue to bless you in all your endeavors, and may you achieve all the goals in life you hope to accomplish.

Tyrone and Brenda Hughlon

Congratulations on your participation in Cotillion 2019.

This experience marks another milestone in your long list of accomplishments. May God continue to bless you in all of your

CONGRATULATIONS LAUREN

I am so proud of your accomplishments.

You are destined for great things. Keep God first in your life.

> Rodney McKine Atlanta Georgia

Congratulations Lauren Business card Arthur Saulsberry

Sheila Estes AKA

LOOK BEHIND & THANK GOD!!! LOOK AHEAD & TRUST GOD!!! LOOK WITHIN& FIND GOD!!! LOOK AROUND& SERVE GOD!!

Getta R. Hall

Congratulations & Best Wishes

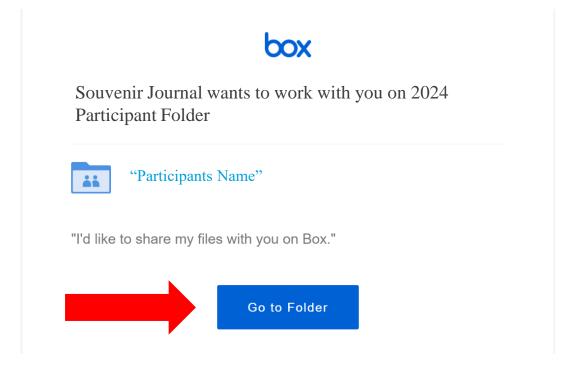
Lauren Renee' Tigner

On Your Participation in Cotillion 2019!

Stan & Pat Beatty

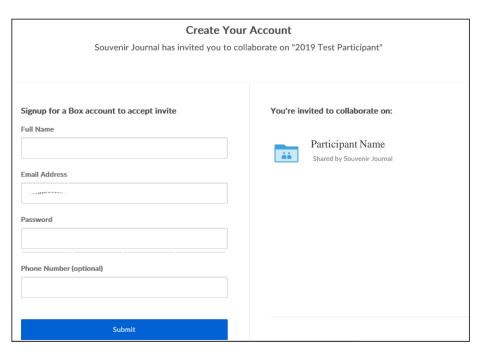
CREATE BOX ACCOUNT (STEP 1)

- 1. You should have an email from Souvenirjournal@deedkcmo.org, inviting you to collaborate on BOX
- 2. Click on GO TO FOLDER



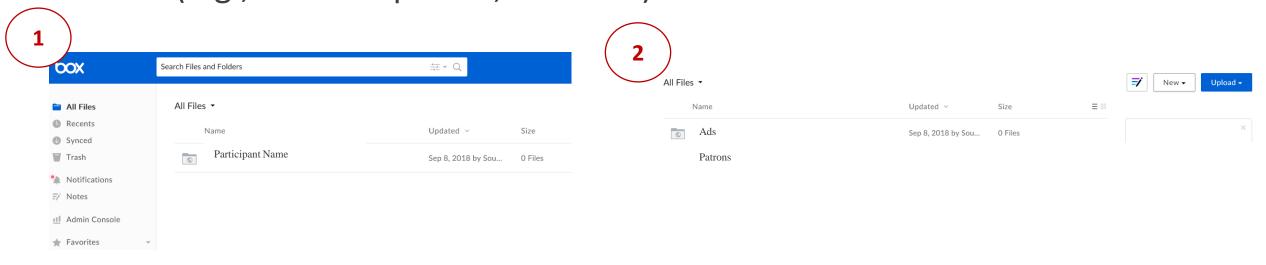
CREATE BOX ACCOUNT (STEP 2)

- 3. Your default internet browser, will automatically be launched and you will see BOX.com
- 4. Type your name, create a password, verify your password and hit continue



UPLOAD TO BOX FOLDER

- 1. Double click on the folder with your name in the ads folder
- 2. Click on the "Upload" button, and select "File"
 - Be sure the folder is "Open" prior to uploading
- 3. Select the file that you want to upload with a name that matches the ad (e.g., name of patron, business)



TRACKING AD SUBMISSIONS

- Before the collection days, the souvenir journal committee will send a tracker that includes all sales (PayPal payments and checks) for each participant
- Before these meetings, participants are required to cross review and ensure it matches their records and all ads are upload to the BOX folder.
- Online payments made be made via PayPal at http://deedkcmo.org/cotillion/support-the-participants/
 You will receive via email, receipts and records when PayPal submissions have been made under your name.
- Money Order(s), Cashier's Check(s), Personal/Business Check(s) made payable to DEED can be paid in person on collection days or mailed to the DEED Foundation Cotillion 2023, P.O. Box 16381, Kansas City, MO 64112. Include the participant's name in the memo space.
- Record cash and check payments collected for ads/patrons on the "In Person Ad Collection Form" and turn in on ad sales collection days (i.e. Nov. 12, Dec. 17, Jan 14, Feb 11)
 - For returned checks, there will be a \$35.00 service charge. Returned checks must be paid along with the service charge within 7 10 business days. DEED will attempt in every way to recover financial losses attributed to returned checks. Individual and/or collective scholarships may be reduced as a result of such fiscal sanctions

TRACKING PATRON SALES

- You will need to complete the "Patron Listings 2024" form to capture all patron sales for the reporting period
 - Access the form via your Box Folder (i.e. "Patrons")
 - Open the form using "Open Microsoft Excel Online" **prior to** inputting patron names
 - Be sure to update the "Patron Listing 2024" form in your BOX folder before each collection day
- In this doc, please tell us how you want the patron names to appear in the Souvenir Journal
 - Examples:
 - Mr. James and Mrs. Mary Nelson
 - Mr. James and Mrs. Mary Nelson (ΔΣΘ)
 - The Ford Family
 - Mr. Sheldon Ledbetter ($\Phi B \Sigma$)

NOTE - Proof your list of patrons. Be sure all names are spelled correctly. Be sure to include all Greek affiliations (e.g. Delta, Kappa, Omega etc.) for your sales, if applicable.

PATRON LIST (EXAMPLE)

Patron Listings

Cotillion Participants Name: _____

Each patron listing must be a person and/or business name only. Messages are not allowed. Each listing is limited to 40 characters only. Include NPHC affiliation, as appropriate.

	Reporting Bronze Color Reporting Silver Color Reporting Gold Co						Color		
	Date	\$30	Y/N	Date	\$70	Y/N	Date	\$100	Y/N
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Cotillion 2023 Gold Patrons

Justice Bailey

James Bailey

Baylen Brown

The Shannon Family

A'myrah Cheadle

Earnie & Angie Banks

Kendal Cunningham

Antonio Lovelace Sr.

Milan Grimes

Just Jenay Natalie O'Bannon (ΔΣθ)

Tyra Hogan

Karlton, Melissa & Kelcie Turner

Lidia McReynolds

Mrs. Shirley Gideon (ΔΣΘ)
Janine Jenkins (ΔΣΘ)
Austin L. Landreth
Linda Copeland Landreth
Omar & Sharon Rogers
Ed Tucker

Zayne Rice

Tiana Alexander (ΔΣΘ)
Deidre Anderson

Zayne Rice (continued)

Darryl Callahan
Mickey & Sandra Dean
Edward & Cynthia Franklin (ΔΣΘ)
Delbert (Ω ΨΦ) & Lora (Δ ΣΘ) Griffin
Herb (Δ ΦΑ) & Lisa (Δ ΣΘ) Hardwick
Dororthy (Δ ΣΘ) & Javonne (Δ ΣΘ) Patterson
Ron (Δ ΦΑ) & Lisa Redd
Glenn Russell
Leonard (Δ ΣΦ) & Michelle (Δ ΣΑ) Searcy
Natalie Simms-Patton (Δ ΣΘ)
Terry Williams (Δ ΣΦ)

Angel Robins

Kristie Brooks

Markus Smith

Karl Carswell
Brandon & Shelley Edington
Darrell & Torey Everette
Donald E. Maxwell LLC
Checo (ΚΑΨ) & Tiarra (ΑΚΑ) Rorie
Nourisha Wells (ΔΣΘ)

Zoe Thomason

Andrea Buford (ΔΣΘ)
Jamal & Dawnavan Davis
The Ford Family (ΖΦΒ)
Miriam Maiden (ΔΣΘ)
Mrs. Tamara Sykes (AKA)
LaTasha Tuggle (AKA)

Lauren Renee Tigner





Hardwick

coldenting 25 Years of Sensite

Attorneys at Law

Congratulations

Lauren Tigner

We are proud of your participation in Cotillion 2019 May your journey be blessed with happiness and success!

Herbert E. Hardwick, Esq.

2405 Grand Boulevard, Suite 800 | Kansas City, Missouri 64108 | T: 816-221-9445

190

IN PERSON AD COLLECTION FORM (EXAMPLE)

Participant Name	JOHN DOE	

		1	1-12-2023	IN PERSO	N COLLECTION	ON REPORT	
	Purchaser	Ad Purchased	Color- Y/N	Price	Ad Submitted - Y/N	Payment Type	Notes
	Darrell & Torey	Patron Listing -					
1	Everette	Gold (B&W)	N	100.00		Cash	
		Ad - Business					
2	ConneKC Ent	Card (B&W)	N	45.00	Υ	Cash	
	Dr. Anne Lambert	Ad - Fourth Page					
3	Johnson D.D. S.	(B&W)	N	80.00	Υ	Check	
	Sankofa	Ad - Fourth Page					
4	Construction, LLC	(B&W)	N	80.00	Υ	Check	
	Frederick &	Ad - Whole Page					
5	Windolyn Smith	(Color)	Υ	225.00	Υ	Cash	
	Gilbert Memorial	Ad - Fourth Page					
6	AME Church	(Color)	Υ	105.00	Υ	Cash	
7	Earl Smith - Kappa Alpha Psi	Patron Listing - Bronze (B&W)	N	25.00		Cash	
8							
9							
10							
11							
12							
13							
14							
15							

Due Date

AD COLLECTION DAYS

Ad Sales Collection Days

- Four ad sales collection days: November 12,
 December 17, January 14 and February 11
- During these days, there will be designated appointment times for each participant/parent to review ad submissions and reconcile
 - Details on what to do to prepare for these collection days are listed on the next slide

- The following will <u>not</u> be accepted:
 - Ads not uploaded to BOX
 - Ads not submitted in template format
 - Funds <u>NOT</u> written payable to DEED

AD COLLECTION DAY CHECKLIST



- ✓ I have reviewed the ad tracker sent from the Souvenir Journal co-chairs
- ✓ I have created & uploaded ads in the correct template format to my BOX folder for all my sales, <u>prior to</u> the collection session
- ✓ I have updated my "Patron Listing Form" in my BOX folder, **prior to** the collection session (NOTE: Must click "Open Microsoft Excel Online" before entering data)
- ✓ I have updated my "In Person Ad Collection Form" in my BOX folder, <u>prior to</u> the collection session (NOTE: Must click "Open Microsoft Excel Online" before entering data)

PARTICIPANT RESPONSIBILITIES

- Be familiar with what you are turning in
- Keep good records:
 - Save formatted ads, profiles and forms on a flash drive and/or computer
 - Keep track of all sales and ads
- Turn in ads and money on time
- Upload all ads to box
- Money submitted without a completed ad will be counted as a donation to the scholarship fund
- Notify supporters of reporting dates
- Make sure checks/money orders are payable to DEED

AD COLLECTION & SUBMISSION DEADLINES



Ads submitted after the final deadline listed above will not count towards souvenir sale totals. They will be considered donations.

Fast Track Incentive Points

*25 points will be awarded to all participants who submit at least \$750.00 in ad sales by January 14, 2024
**25 points will be awarded to all participants who submit all SJ ads (for sales through 1/14) by January 21, 2024

SOUVENIR JOURNAL CONTACTS



SouvenirJournal@deedkcmo.org

Tausha Brooks



Text: 816.213.8628



Carla Wilson



Text: 816.674.9850



