



Alpha Kappa Alpha

SORORITY, INCORPORATED

5656 South Stony Island Avenue □ Chicago, IL 60637-1997 □ (773) 684-1282

ALPHA KAPPA ALPHA SORORITY, INCORPORATED® MEMORIAL TRIBUTES

This is a MEMORIAL TRIBUTE to honor sorors who become an Ivy Beyond the Wall. It is NOT the Ritualistic IBTW Memorial Service and is a virtual memorial.

Attire: Business

Materials needed:

- White electric candle
- Ivy Plant
- Photo of deceased Soror (see technology guidelines)
- Recorded music of Ivy Hymn and Trees (soloist or sorority CD)
- Slide presentation of deceased Soror: family photos, photos of her at events, etc.)
- Template provided: Letter to family
- Resolution (Optional) (see sample in Rituals Manual)
- Appropriate (conservative) background for leader

Implementation:

- Basileus contacts family to determine whether Memorial Service may be held. If the answer is yes, mail letter to family with specifics for ceremony; chapter members are notified (Note: Care should be taken to select a platform that will accommodate chapter sorors, family members and individuals invited by the family) If no, the Memorial Tribute may be conducted virtually with sorors only)
- Basileus ensures she or leader has secured all materials needed
- Resolution (if prepared) is mailed to family prior to service

Recommended Memorial Service Format

- Soror photo (to include 3-4 bullet points shown on screen prior to beginning of tribute. (Recorded music of Ivy Hymn is played)
- Basileus/Leader Remarks
“Members of the family, other ladies and gentlemen: the members of (CHAPTER NAME) welcome your presence at this memorial service honoring (FULL NAME OF DECEASED) whom we now identify as an Ivy Beyond the Wall” (Additional remarks may include condolences to family or other personal remarks)
- Prayer
- Musical Selection (Recorded music [or solo] of Trees while photo of Deceased Soror is shown on screen)
- Basileus/Leader lights candle
- Memorial tribute(s) (No more than 3 Sorors—2 minutes or less)
- Resolution is read here if one has been prepared
- Family members invited to bring remarks
- Closing remarks by the Basileus/Leader

Family Letter Template]

CHAPTER LETTERHEAD

DATE

Family Name
Address 1
City, State, Zip Code

Dear _____,

On behalf of the _____ chapter of Alpha Kappa Alpha Sorority, Incorporated®, we would like to extend our deepest condolences to your family at the passing of our sister _____. Our traditional ceremony conducted during homegoing celebrations cannot be held at this time due to the COVID 19 restrictions. In honor of her life and contributions to Alpha Kappa Alpha, we would like to host a virtual memorial program. This program is an alternative event that allows Alpha Kappa Alpha Sorority, Incorporated® to host a tribute to our beloved sister. This virtual event will honor her contributions to the sorority and include brief remarks from three sorority members. We would like to make this event open to the public and allow ____ of your family members and friends to attend. At the end of the memorial, we would like a representative from the family to make brief remarks. If your family is interested in attending the memorial event, please respond with the following information no later than _____.

Information Needed:

- 1) Number of attendees from family/friends (we may have limits on the number of attendees within our virtual platform)
- 2) Three options of when this event could be held that work for the family. Please include the date and time that works best.

Once we confirm your participation, we will contact you with the virtual platform login information and links. If you prefer not to participate, we will conduct the memorial event privately for chapter members only. Traditionally, a Resolution, with details about sorority service is prepared a for the family. If you would like to include additional details for the resolution, please include with the information requested above.

We recognize how difficult this time is for your family. Please know that you will be in our continued prayers. _____ was a cherished member of our sorority, and her dedication and commitment will always be remembered. We look forward to hearing from you.

Sincerely,

Name
President
Chapter Name
Telephone number



Alpha Kappa Alpha SORORITY, INCORPORATED

5656 South Stony Island Avenue □ Chicago, IL 60637-1997 □ (773) 684-1282

TECHNOLOGY GUIDELINES **IVY BEYOND THE WALL MEMORIAL**

The Ivy Beyond the Wall Memorial event is not the official sorority ceremony. This event is intended to temporarily replace the ceremony while face to face sorority events and activities are prohibited. The memorial event must be virtual. To ensure a successfully memorial, please consider the following technology guidelines:

Identify a Virtual Host(s) and Provide Program Support

- Identify an event host(s) (two sorors would be ideal). The Host(s) should have technical skills to assist in producing the memorial and troubleshooting technical issues.
- Host a chapter rehearsal prior to the event to ensure all program participants are prepared.
- Provide technical assistance to program participants as needed.
- Reach out to the International Technology Committee with technical questions prior to the scheduled rehearsal.

Select a Platform

- Use a platform that is common enough for chapter members, family members and general guests to use. Attempt to avoid new or complex platforms that will require guests to need technical support or training to participate (i.e. Zoom, Skype, GoToMeetings).
- Consider utilizing webinar features. While webinar sessions are more costly, they provide the opportunity for only program participants to be seen and heard during the program.
- If a webinar session is not an option, please utilize the advanced features of the system to ensure full control of the program. This includes:
 - Keeping all attendees on mute (except for program participants)
 - Eliminating Chat Room Discussion

Set Ground Rules

- Create Ground Rules for participation in the virtual event. These rules should address:
 - Turning cameras off if participants are not appropriately participating (i.e. walking around, driving, multitasking)
 - Staying on mute if the participant is not on program.
 - Special requests for non-program participants to speak and/or sing are prohibited.

Prepare for the Program

- Prior to the program, the following items should be prepared:

- A memorial photo of the Ivy Beyond the Wall with her current/last chapter, date of Initiation, and city included.
- A program that overviews the program participants
- A prepared video in honor of the Ivy Beyond the Wall to be played during the program