

## HOUSE IMPROVEMENT DAY

### ORGANIZING A HOUSE IMPROVEMENT DAY

An annual House Improvement Day can be a great opportunity to bring together members, alumni, and/or parents for camaraderie and the betterment of the house. The more maintained, clean, and personalized that a house is, the more enjoyment the residents and members will get from it.

#### Timeline

- 2 months prior
  - Contact CLVEN to schedule a call and discuss potential projects
  - Once CLVEN has approved, decide on a date
  - The House Manager should oversee House Improvement Day, but it's recommended that he form a committee of 4+ brothers to assist in logistics
- 1 ½ months prior
  - Finalize project list if not done
  - Create a list of supplies needed, as well as a budget and who is responsible for costs
  - Create an agenda of what the day will look like
  - Send invitations to alumni, advisors, and parents
  - Ensure the date is on the chapter calendar and all members are aware of attendance expectations
- 1 month prior
  - Follow up on invitations to alumni, advisors, and parents to gauge possible attendance
- 2 weeks prior
  - Confirm attendance of alumni, advisors, and parents
  - Confirm attendance of chapter members
  - Assign everyone to a task/committee
- 1 week prior
  - Ensure the house is clean! House Improvement Day is about house improvements and projects, so the house should be clean and clear of clutter.
  - Purchase supplies. This will vary based on the projects being completed and should include any safety supplies needed as well (gloves, protective eyewear, etc...). Ask any alumni and/or parents attending if they have the needed supplies before purchasing them, especially items such as hammers, nails, a ladder, etc...
- 1 week after
  - Send thank you letters to all alumni, advisors, and parents that attended

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## Sample Agenda for House Improvement Day

8:00- 9:00 AM

- Prepare for everyone to arrive, which includes ensuring all supplies are present, continental break fast is set out, and all committee leaders/tasks leaders are present. Go through what the day looks like and ensure committee leaders/task leaders understand intended outcomes

9:00- 9:30 AM

- Welcome everyone and thank them for being a part of Housing Day! Split everyone up into committees/tasks and ensure they understand what should be completed and how.

9:30 AM- Noon

- Housing Day projects

Noon- 1:00 PM

- Lunch

1:00- 6:00 PM

- Housing Day projects

6:00 PM

- Clean up and dinner/cookout

Examples of Projects\* (All projects should be confirmed by CLVEN before being done)

- Repairing fencing/deck/porch
- Landscaping (mowing, weeding, planting flowers or trees)
- Painting (interior or exterior)
- Decorating the walls, including hanging the Charter, pictures, paddles, or creating a mural with letters/crest/motto
- Repairing damages
- Building and organizing additional storage spaces
- Building/hanging wooden letters
- Study room/area created
- Deep cleaning (baseboards, furniture vacuumed, etc...)
- Installing energy efficient lighting
- Replace furniture
- Woodworking, such as building a bench, DJ booth, cornhole boards, pingpong table, bookcare
- Installing a feature such as a firepit, basketball hoop, or flagpole
- Lay tile in the bathroom(s) or kitchen
- Build a chapter museum area to display trophies and memorabilia
- Install new bathroom and/or kitchen fixtures