



Z-Lessons

Monthly Embellishment & Training
for the Sorors of New Jersey

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Volume 1 Issue 7

Zeta Phi Beta Sorority, Inc. State of New Jersey
Soror Gina Merritt-Epps, Esq., New Jersey State Director

Email Etiquette

As someone who is admittedly not a “phone person” and is addicted to my iPhone, I’ve come to rely on email as a primary method of communication in both my professional and Zeta life. However, just like any other mode of communication, email can be misused and overused, and can decrease efficiency. Below are some email etiquette tips that should be implemented into your communications for Zeta at all levels whenever possible, keeping in mind that sometimes, a phone conference or face-to-face meeting works best.



1. **Be concise.** Attempt to keep emails to one line or less.
2. **Note the topic of your email in the subject line.** The subject line should tell the recipient what the topic is, and whether you are providing information or requesting an action. For example, an appropriate subject entry is “Request for approval of new charter.” Or, if the email is only providing information, use “FYI” in the subject line. When replying to an email, be sure to amend the subject line if your reply is in reference to another topic.
3. **Communicate “action steps” first, not last.** Bring attention action items by listing them in the beginning of the email.
4. **Number your questions.** Itemize multiple points or questions as numbered items in all email correspondence.
5. **Include deadlines.** By respectfully proposing deadlines, you assist the reader prioritize their many tasks.
6. **Explain if you are unable to meet a deadline.** If someone sends you an urgent email that you can’t get to by the proposed deadline, reply with a quick note to let them know when you will be address the request. This will reduce the sender’s anxiety, and prevent a future “reminder” email from them.
7. **Don’t send “Thanks!” emails.** In a business setting, the general rule is, if you don’t have anything substantive and/ or actionable to say, don’t send the email. Refraining from sending the one-word “Thanks!” email is tough, because it can feel ungrateful. However, the sender will probably be grateful for one less email.
8. **Never send an angry or contentious email.** Email is a severely limited medium when it comes to conveying tone. Angry emails are never a good idea. More often than not, they just create more anxiety – and more email. Occasionally, writing an angry email can be therapeutic. If this is the case, get it off your chest, and then delete the email. Emails leave too much room for misunderstanding. Also, remember that the recipient can forward your email, which can create further misunderstandings.
9. **Avoid using “reply all.”** If you’ve received an email sent to a large group of people, do your best to avoid replying to all when you respond. Generally, only the sender needs your response. If using the “reply all” feature really seems necessary, you are probably having a conversation that would be better (and more efficiently) had face-to-face.
10. **Do not send confidential information by email.** Once you hit “send,” you cannot control how or to whom the confidential information is sent.

New Jersey State Z-HOPE Initiative: Jersey Cares — Please Support Our State Initiative!

The State of New Jersey is pleased to announce its statewide initiative, The Jersey Cares' First Night Kit Program. Jersey Cares' (<http://www.jerseycares.org>) mission is to meet compelling community needs by encouraging civic engagement. With local service agencies, corporations and civic-minded individuals as their partners, they link volunteers with meaningful service projects to improve and enhance our communities.

The *Jersey Cares First Night Kit Program* provides hygiene item kits for domestic violence shelters, transitional housing facilities, runaway safe havens, foster homes and other agencies with transitional populations in need of hygiene items on the "first night" of their stay.

First Night Kits items: shampoo/conditioner, lotion, body soap, toothpaste/brush, deodorant, comb and body puff packed in a one-gallon Ziploc® bag. (*Extra items (note pad/pen, book, crayons, pencils, envelops & stamps) can be added.*)

Contribution Levels for Chapters and Auxiliaries (Individual Donations are welcomed!)

- Contribution of 20 kits OR \$50 = 50 bonus points
- Contribution of 40 kits OR \$75 = 75 bonus points
- Contribution of 80 kits OR \$100 = 100 bonus points

Chapters/Auxiliaries can also do a combination of Kits and funds for points as well.

Earn Z-HOPE Points for participating!

1. Z-HOPE Chapter Summary Reporting form must be turned in to NJ State Z-HOPE Coordinator.
2. Make all checks/money orders payable to **Zeta Phi Beta Sorority, Incorporated—State of New Jersey**. The state will present one check to the organization. In the memo section of your check, write *NJ Z-HOPE Initiative: First Night Kit*.
3. Kits/funds will be collected on Friday 7–8 p.m. and Saturday 7–8 a.m. ONLY
4. Chapter credit will be given for the 2010–2011 membership year.

SAVE THESE DATES!

April 29 and 30, 2011 — New Jersey State Executive Board Meeting

July 7-10, 2011—Zeta Organizational Leadership Conference

Aug. 28, 2011— MLK Memorial

Sept. 21, 2011—Zeta Day on the Hill

Oct. 13-16, 2011—54th Atlantic Regional Conference

July 6-12, 2012— Boule', Chicago, IL

The Zeta-Sigma Relationship: A view from the Zeta-Sigma Liaisons

**By Soror Ivory Marrero,
Zeta-Sigma Liaison (S)**

The origins of the bond between Phi Beta Sigma Fraternity, Inc. and Zeta Phi Beta Sorority, Inc. date back to the very inception of our dynamically unparalleled sorority. As we all know, Phi Beta Sigma Fraternity, Inc. was founded on the campus of Howard University on January 9, 1914. Likewise, on the very same campus, Zeta Phi Beta Sorority, Inc. was founded on January 16, 1920 by our most honorable Five Pearls, who were supported in organizing by Brothers A. Langston Taylor and Charles R. Taylor. The constitutionally bound brother/sister organizations were similarly founded upon a shared admiration and dedication to the ideas of scholarship, community service and distinction.

As a Zeta, I have shared nothing short of the "true family" experience with our Sigma brothers, particularly with the gentlemen of Kappa Epsilon Chapter, many of whom are now graduate members of Chi Sigma Chapter. Having been "born and raised" in the Blue and White world on the campus of Montclair State University, I have always had the privilege of having the encouragement, support and love of not only my Sorors, but



Soror Ivory Marrero
Gamma Nu Zeta Chapter

also that of my Frat. Having this relationship has extended from my undergraduate years of campus community service, programming and stepping for fun and for competition, until the present where we have continued our commitment to community service, bonding socially with one another as well as sharing in one another's family lives with weddings, baby showers and everything else in between.

Today I proudly serve as the NJ State Zeta-Sigma Liaison (South). I am certainly honored to have this opportunity to work in the name of Zeta doing something that is so naturally enjoyable for me under the leadership of our state director, Soror Gina Merritt-Epps, Esq. I applaud the collaborative insight and efforts of Soror Merritt-Epps, Esq. and Brother State Director Hasan



Soror Denise D. Smith
Epsilon Xi Zeta Chapter

to not only maintain but to also strengthen the communication lines and support of our respective organizations with one another. During my short tenure in my appointed position I have had the pleasure of supporting a number of Sigma events including:

- -Kappa Upsilon Sigma Chapter's Blue and White Gala
- Chi Sigma Chapter's Black Friday All Black Affair "Party for a Cause"
- Zeta Rho Sigma Chapter's Community Service Holiday Celebration
- Bro. Jean "Jet" Lamothe's Campaign kickoff for candidacy for international office
- Kappa Upsilon Sigma Chapter's Founders' Day Brunch

I truly feel that the addition of the state appointed position of Zeta-Sigma Liaison initiated during Soror Merritt-Epps' administration continues a legacy and bond like no other and has indeed been an honor to be a part of.

**By Soror Denise D. Smith,
Zeta-Sigma Liaison (N)**

The founders of Phi Beta Sigma Fraternity, Inc. were instrumental in encouraging our five founding Pearls to establish a Sorority that would be a sister organization to them. The vision was to establish a sisterhood with similar interests and one that would be constitutionally bound to share the commitment of service and charitable work to help the community and less fortunate. We owe gratitude to the vision that inspired the brother/sister relationship that no other Black Letter Greek Organization (BLGO) can claim.

In 1985 at Buffalo State College, I started my journey to Zetadom along with three others, as two brothers began their journey to Sigmadom. We shared experiences, including triumphs or tribulations, and we had no other choice but to rely on each other to become mem-

(Continued on page 12)



Zeta Phi Beta Sorority, Inc.
Beta Delta Zeta Chapter
 P.O. Box 41882
 Philadelphia, PA 19101



Shanté C. Dash, Basileus

February 18, 2011

Greetings Sorors of the Atlantic Region!

It was almost 30 years ago that the Sorors of the *Awesome Atlantic Region* had the foresight and dedication to purchase the home where our beloved Founder Arizona C. Stemons resided for over 52 years. On October 27, 1989, Beta Delta Zeta Chapter agreed to continue that charge by purchasing the home and later funding the over \$40,000 restoration marked with a ribbon cutting ceremony by Past Grand Basileus Dr. Barbara West Carpenter during the 2000 Grand Boulé in Philadelphia.

Since then, Beta Delta Zeta has maintained the home with an annual budget of up to \$10,000 towards ensuring the basic maintenance and security of our sorority's national treasure. It is our hope that you will join us as we work to make our "Founder's House" a place befitting of her legacy.

The Trustee Board of Beta Delta Zeta Chapter has exciting plans to complete the renovations of our Beloved Founder's House. Contributions to the **Arizona C. Stemons House Fund** will be used to:

- Paint and restore the outside of the building;
- Remodel the first and second floors to maximize space;
- Semi-finish the basement for storage;
- Remodel the kitchen to accommodate small catered affairs; and
- Perform cosmetic upgrades to throughout the home to repair damage from water, weather, and normal wear.

In addition, we want to ensure that there are always funds available to properly insure the property, cover real estate taxes and pay for unexpected repairs without undue hardship on chapter members. Beta Delta Zeta chapter will continue its commitment to allocate funds to cover general maintenance and utility bills for the home.

We welcome donations of any size and will acknowledge them as follows during a given campaign year:

Donations of \$25 or more:	Founder's House Pin
Donations of \$200 or more:	Name included on historic plaque displayed in the home *

** Current giving levels for the plaque are: \$200, \$500, and \$1,000. A higher level may be determined based on contributions. Once added to the plaque, donors can make future contributions that will result in their name being moved to a new level.*

Sisterly,

Saniah M. Johnson

Barbara A. Henderson

Saniah M. Johnson, CPA
 Chairman, Board of Trustees
 Beta Delta Zeta Chapter

Distinguished Soror Barbara A. Henderson
 Honorary Chairperson, Stemons House Fund
 Past Chairman, National Trustee Board



Zeta Phi Beta Sorority, Inc.

Beta Delta Zeta Chapter



Arizona C. Stemons House Fund

2011 Campaign Pledge Form
(January - December)

First Name: _____ **Last Name:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Billing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Email: _____ **Fax/Other:** _____

Check One: **Group Pledge** _____ **Individual Pledge** _____

Donor Display Name:
(Maximum characters 22 with spaces) _____

Pledge Amount: _____ **Amount Enclosed:** _____

Payment Method: **Check** **Credit Card** _____ **Cash**
(in person) _____

Credit Card: _____ **CSD:** _____

Affiliate Organization Name _____

Region / Chapter

_____ I agree to complete my pledge to the Arizona C. Stemons House Fund by December 31, 2011 for the 2011 Campaign.

_____ I agree to complete my pledge to the Arizona C. Stemons House Fund by December 31, 2012 for the 2012 Campaign.

Signature: _____ **Date:** _____

Make Checks Payable to:	Beta Delta Zeta Chapter	
Contact Information:	Zeta Phi Beta Sorority, Inc. Arizona C. Stemons House Fund P.O. Box 41882 Philadelphia, PA 19101	Email: StemonsHouseFund@mail.com Phone: 215-545-9335

Thank you, for your support!

Zeta Phi Beta Sorority, Inc.

State of New Jersey

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SAVE THE DATE!

Zeta Phi Beta Sorority, Incorporated

Atlantic Region

54th Atlantic Regional Conference

October 13-16, 2011

Doubletree Hotel Downtown

Wilmington — Legal District

700 North King Street

Wilmington, DE 19801

The Zeta-Sigma Relationship: A view from the Zeta-Sigma Liaisons

(Continued from page 9)

bers of the royal blue and white family. During our journey, we developed life-long brother/sister relationships that are still strong today, after 25 years of completing our goal. I recall having admiration and respect for my brothers as they met every challenge gracefully. Their zeal for Sigma was as strong as my zeal for Zeta. I am very proud of men they have become. Both are still active members of Phi Beta Sigma Fraternity, Inc., working hard

to ensure the fraternity thrives. One has a son that recently became a member of Sigma, and we are all proud of the legacy. Because of his father's passion, he now carries the torch.

The role as Zeta/Sigma Liaison is ideal to ensure that we continue the brother/sister relationship according to our constitutional agreement. As NJ State Zeta/Sigma Liaison (N), I am responsible for communicating pertinent information regarding the Northern New Jersey Sigma chapters. We want Sorors to be informed and support the cause.

In my role, I've experienced the willingness of both organizations to uphold our commitment. I've had the opportunity to introduce the 2011 Sigma of the Year, Bro. Carthell Myers (Lambda Lambda Sigma Chapter). Bro. Myers is phenomenal in his community and I was proud to present the award on behalf of my chapter (Epsilon Xi Zeta Chapter). Another great experience was the endorsement Brother Jean Lamothe (better known as "Jet") on his campaign for International Director of Education. Brother Lamothe is an extraordinary brother

with an impressive Sigma resume. He's the only brother in our region running for an international position and I've encouraged Sorors to get the word out about his c a n d i d a c y (www.jeanlamothe.com) so that he can be elected in at the 2011 Conclave.

Overall, my experience as Zeta/Sigma Liaison (N) has been rewarding, I've seen both Zeta and Sigma motivated to collaborate more with one another to promote unity, just as our Founders intended.