

# OSO CHAPTER YEARBOOKS

## Updated April 1, 2025

Please read over the updated guidelines as there have been several changes made to help chapters hopefully decrease the cost of producing their chapter yearbook. Several items have been eliminated because the information can be found on the DKG International website as well as the OSO website.

Save your chapter yearbook file as a PDF. Chapter yearbooks must be received by November 1, 2025, as a PDF. Email the PDF to the following individuals by November 1, 2025, to earn one of the required key points toward Gold Key Recognition. **Please just use your chapter name in the subject line (Beta Kappa Yearbook) and note the change of who the yearbooks are to being sent to.**

1. Molly Helmlinger [president@dkgohio.org](mailto:president@dkgohio.org)
2. Karen Dombrowski [second.vp@dkgohio.org](mailto:second.vp@dkgohio.org)
3. Cathy Tenney [editor@dkgohio.org](mailto:editor@dkgohio.org)

**Please Note:** All phone numbers should include the area code. Please include current email addresses for everyone who has one. *No chapter yearbooks should be posted on your chapter website as personal information is not protected.*

Chapter yearbooks should be set up in a format that works best for your chapter but must be saved as a PDF to send to us. Listed below are **required items to be included in chapter yearbooks** to earn the key point toward Gold Key Recognition.

### REQUIRED ITEMS FOR CHAPTER YEARBOOKS

1. Title Page (see example below for required information)
2. Table of Contents
3. Page with the DKG Mission, Vision and seven Purposes (see example below for required text)
4. Membership Information (see example below for required text)
5. Chapter Information
  - a. Current officers with addresses (with ZIP code), phone numbers (with area code) and email addresses
  - b. Chapter chairmen and committee members
  - c. Chapter website address if you have one
6. Historical Information
  - a. Chapter founders and/or chapter charter members
  - b. Past chapter presidents including biennium of service
7. Program/Meeting Information
  - a. Title and content of programs including dates, times, and locations
  - b. Hostesses, greeters and other members involved in the meeting
  - c. Service project information
  - d. Executive board meetings including dates, times and locations
  - e. Special events such as orientation, initiation and Founders Day
8. Chapter Member Directory (verify chapter members information)
  - a. Member information include name, address with Zip, telephone number with area code
  - b. Email address for members be sure to verify email addresses are current
  - c. Member's professional assignment/retirement information
  - d. Year of initiation; note any charter member
  - e. Second address information for "snowbirds"
  - f. Membership classification (active, retired, or collegiate)

**9. Dates to Remember**

- a. 2025 OSO Fall Executive Board Meeting TBA (will send as soon as known)
- b. 2026 OSO Spring Executive Board Meeting TBA (will send as soon as known)
- c. 2027 OSO Fall Executive Board Meeting TBA (will send as soon as known)
- d. 2027 OSO State Convention TBA (will send as soon as known)
- e. June 30-July 4, 2026 – 2026 International Convention, Aurora, Colorado
- f. July 4-8, 2028 – 2028 International Convention, Philadelphia, Pennsylvania

**Optional Items for Chapter Yearbooks (not required)**

- International and State Information as it can be found on the websites
- International Society founders and OSO state founders
- International Headquarters basic contact information which can be found on International website
- Chapter presidents will have a directory of the state officers, committee chairmen and coordinators and ADSOEF Board of Directors so does not need to be included in chapter yearbooks
- Delta Kappa Song
- Members' birthdays
- Telephone Tree communication information
- Chapter Rules
- Reservation/cancellation procedures for your chapter
- Graphics, quotes, poetry and members' pictures
- Society symbols
- Coordinating Council (if your chapter is part of a coordinating council)

**TITLE PAGE:** must include the following but you may use any font and font size of your choice

**The Delta Kappa Gamma Society International**

Founded May 11, 1929

Austin, Texas

dkg.org

**Ohio State Organization – DKG**

Organized January 22, 1938

Cleveland, Ohio

dkgohio.org

**Your Chapter Name**

Chartered (date)

Location

Chapter website address if you have one

**2024-2026 International Theme**

Leading Women Educators Impacting Education Worldwide with Passion and Purpose

**2025-2027 State Theme**

**F~O~C~U~S**

## **Mission, Vision, Purposes Page**

### **Mission**

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

### **Vision**

Leading women educators impacting education worldwide.

### **Purposes**

The Delta Kappa Gamma Society International has seven basic purposes that govern its program of work and study. The activities of each level of the Society implement the purposes of the Society. The seven purposes include:

1. To unite women educators of the world in a genuine spiritual fellowship
2. To honor women who have given or who evidence a potential for distinctive service in any field of education
3. To advance the professional interest and position of women in education
4. To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators
5. To endow awards to aid members in pursuing personal and professional growth and to provide grants to non-member women educators
6. To stimulate the personal and professional development of members and to encourage their participation in appropriate programs of action; and
7. To inform the members of current economic, social, political and educational issues so that they may participate effectively to support a sustainable world society.

## **Membership Page**

### **Membership Information**

Statement of Membership: Membership in the Delta Kappa Gamma Society International shall be by invitation. Members initiated into the Society become members of chapters, state organizations and the International Society.

Classifications of Membership: Active, Reserve, Honorary, and Collegiate

Active members shall be women who are employed in educational work at the time of their election and retired women professional educators. They shall participate in activities of the Society.

Reserve members shall be formerly active members who are retired from educational work and are unable to participate fully in the activities of the chapter because of physical disability and/or geographical location. Reserve status shall be granted by a majority vote of the chapter. Reserve members are excused from committee work. If a Reserve member is present at a chapter meeting, she is eligible to vote.

Honorary members shall be women not eligible for active membership who have rendered notable service to education. They shall be privileged to participate in all activities except that of holding office.

Collegiate members shall be undergraduate or graduate students who meet the following criteria. Undergraduate student collegiate members shall (1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education, and (2) be enrolled within the last two years of their undergraduate education. Graduate student collegiate members shall have the intent to continue academically and professionally in the field of education.

When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.