2023-2024 GOLD KEY PLANNING SHEET

**You will complete the official Gold Key Application online and submit by June 1, 2024. No USPS mail applications will be accepted. The online submission will go directly to Cathy Tenney, Gold Key Coordinator.**

**The Chapter President’s Report will be submitted directly to Ohio State Organization President Melodie McGee by June 1, 2024. Email to:** president@dkgohio.org **or send by USPS to 3230 Cannock Lane, Columbus, Ohio 43219. The form can be found on the OSO website (dkgohio.org).**

**KEY POINTS: All key points must be completed to receive the Gold Key Award. Verify the completion of the items below. Use this sheet as a planning guide before you fill in the form online. See the Gold Key WHO, WHAT, WHEN, document for contact details.**

1. Chapter represented at the September 30, 2023, and April 6, 2024, State Executive Board Meetings.
2. Three Chapter yearbooks received by November 1, 2023. One copy to President Melodie McGee; one copy to Membership Chair, Michele Maniskas and one copy to Editor of *The Voice*, Cathy Tenney. (email addresses located on page 3)
3. Chapter Necrology Report (DKG/OH-Form 2) sent to Membership Chair Michele Maniskas by February 1, 2024. (email address located on page 3)
4. Chapter President 2023-2024 Annual Report sent to President Melodie McGee by June 1, 2024. (email address located on page 3)
5. Chapter Executive Board meetings held twice a year. (Does not have to be face-to-face meetings. Can be accomplished through conference calls, zoom meetings, go-to meetings, etc.)
6. The Annual Report of Chapter Treasurers (Form 15) sent to Treasurer Diana Haskell by July 15, 2023.
7. Chapter Treasurer has completed and submitted the IRS Form 990-N. A copy of the filing document sent to Treasurer Diana Haskell by November 15, 2023.
8. Chapter schedules a minimum of four business meetings yearly.

**POLISH POINTS:**

**#1 Project**

\*NOTE: Project name and description to be included in the Chapter President’s Report. Project Name: Description of Project:

**#2 Membership**

**(Complete two of the three options listed below for this Gold Key polish point) \* \*NOTE: The description of the completed option to be delineated in the Chapter President’s Report.**

1. Advertise, present, and participate in the “Let the Treasures of Delta Kappa Gamma OSO Membership Shine” Campaign. This campaign is to be shared with members at chapter meetings and/or virtually. The promotion, guidelines will be published in the October 2023 edition of *The Voice* or the Ohio website (dkgohio.org). The Recruitment Initiative Campaign will conclude on March 31, 2024.
2. The Chapter Connection: Provide a brief narrative about how your chapter’s membership has stayed connected this past year (such as utilizing Zoom meetings, Go To meetings, Emails, Phone Trees, Newsletters, or In Person, etc.). Please give specific examples about how Chapter members implemented ways for them to stay connected.
3. Explore information using the recommended International DKG Website Using Specific Strategies from *The Chapters Tools Resources* site and choose either A, B, or C to record how that information was used/implemented by your Chapter:
4. Research: *‘Strategies for a Positive Chapter Environment’* article and record how these concepts were used/implemented with chapter members
5. Review: ‘*Chapter Check Up’* article and explain using details in one paragraph how your Chapter members used the information from the *‘Check Up’* materials and the outcomes that were developed by implementing the discovered concepts.
6. Using the *‘New Members Kit’* find out by accessing the information from the page called *‘Opportunities through DKG’* that are available for the DKG Chapter members. Describe/explain briefly which items your chapter members discovered/used and what they found most helpful from these opportunities.

For any questions about the Membership portion of the *Gold Key* form please contact Membership Chair, Michele Maniskas.

**#3 Communications/Marketing**

Communications/Marketing are evident in our chapter (complete a minimum of two (2) of the four (4) for this Gold Key polish point. \*NOTE: The description of completed options to be delineated in the Chapter President’s Report.

1. Submitted two (or more) Chapter Newsletters to President Melodie McGee and Editor of *The Voice*, Cathy Tenney. (email addresses located on page 3)
2. Sent one photo with caption, to the Editor of *The Voice* prior to May 15, 2024.
3. Have an updated website. URL address and/or Updated Facebook page.
4. Submitted article/photo to a local newspaper. (Chapter President Intro to local paper)

**#4 Contributions**

Chapter contributed to at least one of the following:

\_\_\_\_\_Alpha Delta State Ohio Educational Foundation

\_\_\_\_\_Schools for Africa \_\_\_\_\_World Fellowship

**I have confirmed with the officers of my chapter that our chapter is a:**

 **\_\_\_\_\_Gold Key Chapter: all key points AND all polish points**

 **\_\_\_\_\_Honor Chapter: all key points AND 3 polish points**

 **\_\_\_\_\_Honorable Mention Chapter: all key points AND 1 - 2 polish points**

Chapter:

Chapter President:

Address:

City: Zip:

Phone:

E-Mail address:

# Deadline to submit the Gold Key Application online is June 1, 2024.

**Postmark deadline for the Chapter President’s Report is June 1, 2024.**

**WHO**

Melodie McGee Cathy Tenney Michele Maniskas

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Dr. Lois Harkins Diana Haskell Schools for Africa

12 North Shafer Street 8726 Redcloud Court Atten: NGO Department

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The Delta Kappa Gamma Society International

12710 Research Blvd. Suite 230

Austin, TX 78759-4395

**DEADLINE WHAT SEND TO**

July 15, 2023 \_\_\_\_\_ Annual Report of Chapter Treasurer (Form 15) Diana Haskell

November 1, 2023 \_\_\_\_\_Chapter Yearbooks (one copy each person) Melodie McGee

 digital (PDF format) is acceptable Michele Maniskas

 Cathy Tenney

November 15, 2023 \_\_\_\_\_ A copy of the IRS Form 990-N filing document Diana Haskell

February 1, 2024 \_\_\_\_\_Chapter Necrology Annual Report Michele Maniskas

 (DKG/OH Form 2, available on state website)

May 15, 2024 \_\_\_\_\_ Sent one photo with caption, to the Editor of Cathy Tenney

 *The Voice* (by May 15, 2024)

June 1, 2024 \_\_\_\_\_President’s Annual Chapter Report 2023-2024 Melodie McGee

June 1, 2024 \_\_\_\_\_Gold Key Online Application 2023-2024

June 1, 2024 \_\_\_\_\_Two different issues of Chapter Newsletter Melodie McGee

 Written between July 1, 2023, and May 15, 2024 Cathy Tenney

Send in **Before** Contributions to Alpha Delta State Ohio Educational Dr. Lois Harkins

June 1, 2024 Foundation made payable to ADSOEF. You may

 specify a fund(s). Form is available on the OSO

 website. [www.dkgohio.org](http://www.dkgohio.org)

 Contributions to Schools for Africa are payable to U.S. Fund for

 U.S. Fund for UNICEF. Form is available at UNICEF

 [www.dkgohio.org](http://www.dkgohio.org)

 Contributions to World Fellowship are payable to DKG Society

 DKG International (Form 43 at [www.dkg.org](http://www.dkg.org)) International