

# 2024-2025 GOLD KEY APPLICATION AND PLANNING SHEET

## Chapter President's Report Planning Sheet

### **2024-2025 GOLD KEY PLANNING SHEET**

You will complete the official Gold Key Application online and submit by June 1, 2025. 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, 2025. Email to: [president@dkgohio.org](mailto: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](http://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 14, 2024, and April 5, 2025, State Executive Board Meetings.
2. Three Chapter yearbooks received by November 1, 2024. 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, 2025. (email address located on page 3)
4. Chapter President 2024-2025 Annual Report sent to President Melodie McGee by June 1, 2025. (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, 2024.
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, 2024.
8. Chapter schedules a minimum of four business meetings yearly.
9. The chapter has made all payments for invoices, dues and fees payments to the Ohio State Organization by February 28.

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### **POLISH POINTS:**

#### **#1 Project**

\*NOTE: Project name and description to be included in the Chapter President's Report. The chapter project must focus on the OSO President's initiative on Domestic Violence.

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 "SOAR with Delta Kappa Gamma OSO Membership" Campaign. This campaign is to be shared with members at chapter meetings and/or virtually. The promotion, guidelines will be published in the October 2024 edition of *The Voice* and the Ohio website (dkgohio.org). The Recruitment Initiative Campaign will conclude on June 1, 2025.
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 *Membership Resources* site and choose either A, B, or C to record how that information was used/implemented by your Chapter:
  - A) Research: '*Strategies for a Positive Chapter Environment*' article and record how these concepts were used/implemented with chapter members
  - B) 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.
  - C) Using the '*New Members Kit*' find out by accessing the information from the pdf file 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.

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### #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, 2025.
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      \_\_\_\_\_ World Fellowship  
\_\_\_\_\_ DKG International Educators Foundation (DKGIEF)

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, 2025.****

**Postmark deadline for the Chapter President's Report is **June 1, 2025.****

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### WHO

Melodie McGee  
3230 Cannock Lane  
Columbus, OH 43219  
[president@dkgohio.org](mailto:president@dkgohio.org)

Cathy Tenney  
1228 Colonial Drive  
Sidney, OH 45365  
[editor@dkgohio.org](mailto:editor@dkgohio.org)

Michele Maniskas  
738 Warner Ave.  
Logan, OH 43138  
[first.vp@dkgohio.org](mailto:first.vp@dkgohio.org)

Dr. Lois Harkins  
12 North Shafer Street  
Athens, OH 45701-2303  
[1978lash@gmail.com](mailto:1978lash@gmail.com)

Diana Haskell  
8726 Redcloud Court  
Cincinnati, OH 45249  
[treasurer@dkgohio.org](mailto:treasurer@dkgohio.org)

DKGIEF  
121710 Research Blvd.  
Suite 230  
Austin, TX 78759-4395

The Delta Kappa Gamma Society International  
12710 Research Blvd. Suite 230  
Austin, TX 78759-4395

<u>DEADLINE</u>	<u>WHAT</u>	<u>SEND TO</u>
July 15, 2024	_____ Annual Report of Chapter Treasurer (Form 15)	Diana Haskell
November 1, 2024	_____ Chapter Yearbooks (one copy each person) digital (PDF format) is acceptable	Melodie McGee Michele Maniskas Cathy Tenney
November 15, 2024	_____ A copy of the IRS Form 990-N filing document	Diana Haskell
February 1, 2025	_____ Chapter Necrology Annual Report (DKG/OH Form 2, available on state website)	Michele Maniskas
May 15, 2025	_____ Sent one photo with caption, to the Editor of <i>The Voice</i> (by May 15, 2025)	Cathy Tenney
June 1, 2025	_____ President's Annual Chapter Report 2024-2025	Melodie McGee
June 1, 2025	_____ Gold Key Online Application 2024-2025	
June 1, 2025	_____ Two different issues of Chapter Newsletter Written between July 1, 2024, and May 15, 2025	Melodie McGee Cathy Tenney
Send in <b><u>Before</u></b> June 1, 2025	Contributions to Alpha Delta State Ohio Educational Foundation made payable to ADSOEF. You may specify a fund(s). Form is available on the OSO website. <a href="http://www.dkgohio.org">www.dkgohio.org</a>	Dr. Lois Harkins
	Contributions to DKGIEF are payable to DKG International or click on "Donate to DKGIEF" <a href="http://www.dkgohio.org">www.dkgohio.org</a>	DKGIEF
	Contributions to World Fellowship are payable to DKG International (Form 43 at <a href="http://www.dkg.org">www.dkg.org</a> )	DKG Society International