

**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, Dr. Molly Helmlinger 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 Dr. Molly Helmlinger 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, 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, 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.

# 2024-2025 GOLD KEY APPLICATION AND PLANNING SHEET

## Chapter President's Report Planning Sheet

### POLISH POINTS:

#### #1 Promoting the President's initiative on Domestic Violence

\*NOTE: Describe what your chapter did to promote OSO President Melodie's initiative on Domestic Violence.

#### #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 R~E~A~C~H initiative. This initiative is to be shared with members at chapter meetings and/or virtually. R~E~A~C~H initiative was published in October issue of *The Voice* or can be found on the Ohio website (dkgohio.org).
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 found under the *Chapter Strengthening* tab and record how these concepts were used/implemented with chapter members
  - B) Review: *Chapter Check Up* article under *Chapter Strengthening* tab 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* found under the *New Members* tab access the information from the page called *Opportunities through DKG* that are available for **all** DKG members. Describe/explain briefly how you shared the benefits available to **all DKG members** with your chapter.

For any questions about the Membership portion of the *Gold Key* form please contact Membership Chair, Dr. Molly Helmlinger.

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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 with 2024-2026 Compliance Seal. 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  
\_\_\_\_ GIRLS      \_\_\_\_ DKGIEF (DKG International Educators Foundation)

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.****

# 2024-2025 GOLD KEY APPLICATION AND PLANNING SHEET

## Chapter President's Report Planning Sheet

### **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)

Dr. Molly Helmlinger  
3027 Summer Field Trail  
Sidney, OH 45365  
[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)

GIRLS Fund/UNICEF USA  
Global Cause Partnerships  
125 Maiden Lane  
New York, NY 10038

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

<b><u>DEADLINE</u></b>	<b><u>WHAT</u></b>	<b><u>SEND TO</u></b>
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 Dr. Molly Helmlinger 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)	Dr. Molly Helmlinger
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 GIRLS Fund are payable to U.S. Fund for UNICEF. Form is available at <a href="http://www.dkg.org">www.dkg.org</a>	UNICEF USA Global Cause Partnerships
	Contributions to World Fellowship or DKGIEF Are payable to DKG International (Form 43 at <a href="http://www.dkg.org">www.dkg.org</a> )	DKG Society International

# 2024-2025 GOLD KEY APPLICATION AND PLANNING SHEET

## Chapter President's Report Planning Sheet

### OSO Chapter President's Report 2024-2025 Planning Sheet

Please complete the Chapter President's Report and submit 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 Chapter President's Report form can be found on the OSO website ([dkgohio.org](http://dkgohio.org)).

Chapter:

# of Chapter Members:

Chapter President:

Address:

City:

Phone:

Email address:

Promoted the OSO State President Melodie McGee's initiative on Domestic Violence. Briefly explain what your chapter did to promote Domestic Violence.

#### **Membership**

1. Share how you advertised, presented and participated in the R~E~A~C~H initiative.
2. The Chapter Connection: Provide a brief statement 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 face to face, etc.).
3. Use of specific strategies and their outcomes from the *Chapter Tools* on the DKG International website (mark all that apply):
  - A. *Strategies for a Positive Chapter Environment*
  - B. *Chapter Check Up*
  - C. *Opportunities through DKG*

# 2024-2025 GOLD KEY APPLICATION AND PLANNING SHEET

## Chapter President's Report Planning Sheet

### **Chapter Programming**

Identify a chapter program/s which promoted a relevant educational topic explored during the 2024-2025 program year.

Program Name:

Description of Program:

### **Communications/Marketing**

Select and describe, where appropriate, the options your chapter completed during the 2024-2025 program year:

Submitted two or more-chapter newsletters.

Dates:

Sent one photo with a caption to the Editor of *The Voice*. Date:

Have an updated website with the 2024-2026 Compliance Seal. URL address:

Have an updated Facebook Page. URL address:

Communicated (cards/calls) with members needing a bit of DKG sunshine.

### **State Leadership Team**

What issue/concern would you and/or your chapter like to see your state leadership team address this biennium?