

2020-21 GOLD KEY APPLICATION AND PLANNING SHEET

Chapter President's Report Planning Sheet

You will complete the official Gold Key Application online and submit directly to Judy McClanahan by **June 30, 2021**. No USPS mail applications will be accepted. Forms can be found on OSO website (dkgohio.org).

The Chapter President's Report will be submitted directly to DKG/Ohio State President Diana Kirkpatrick by **June 30, 2021**. Email to: president@dkgohio.org or send by USPS to 121 Taylor Lane, Washington C. H., Ohio 43160. 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.

- Report of Dues and Fees, plus check payable to Ohio State Organization, sent to OSO Treasurer, Diana Haskell and **postmarked by July 15, 2020**.
- Annual report of Chapter Treasurer (Form 15) submitted via e-mail or postmarked **by July 15, 2020** and sent to Ohio State Treasurer, Diana Haskell.
- Chapter represented at Chapter Leadership Training Sessions (# 1 and # 2), **July 29, 2020**.
- Chapter represented at the **August 29, 2020** and **April 10, 2021** State Executive Board Meetings.
- Three Chapter yearbooks received by **November 1, 2020**. One copy to President Diana Kirkpatrick, one copy to Membership Chair Debby Canter, and one copy to Communications/Marketing Chair, Eileen McNally. Can be a digital copy (PDF) sent by email.
- IRS 990-N e-postcard form filed by November 15, 2020. Confirmation from IRS forwarded via email, or postmarked by **November 15, 2020**, to Treasurer Diana Haskell.
- Chapter Necrology Report (DKG/OH-Form 2) sent to Membership Chair Debby Canter by **February 1, 2021**.
- Chapter President 2020-2021 Annual Report sent to President Diana Kirkpatrick by **June 30, 2021**.
- 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.)
- Chapter schedules a minimum of four business meetings yearly.
- Chapter is promoting a Foster Care Initiative Project impacting children/youth. *

***NOTE:** Project name and description to be included in the Chapter President's Report.

Project Name: _____

Description of Project: _____

POLISH POINTS: Each of the four (4) Polish Point areas must be completed to receive the Gold Key Award. Membership and Communications have various options to achieve this Polish Point.

- Presented a chapter program that promoted a relevant educational topic explored during the 2020-2021 program year. *

***NOTE:** Project name and description to be delineated in the Chapter President's Report.

Project Name: _____

Description of Project: _____

- Membership (complete two of the four 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. Promote the **Ohio Buckeye – Michigan Cherry Membership Challenge** to chapter members at a chapter meeting and/or electronically. The challenge, guidelines and the video were published in the November 2019 edition of **The Voice** or the Ohio website (dkgohio.org). The Challenge will conclude on February 28, 2021.

2. **Chapter Connectivity:** Provide a brief narrative as to how your chapter's membership has stayed connected this past year (such as utilizing Zoom meetings, Go To meetings, Emails, Phone Trees, Newsletters, etc.). Please be specific and not just document what was used, but how it facilitated your members efforts to stay connected.

3. **Inducted an individual for chapter membership using the recommended International DKG Recruitment Plan.** Explain what your chapter found most useful about the Recruitment Plan. (Can be accomplished by the new member receiving orientation electronically from the chapter and paying dues by June 30, 2021.)

Name/s of the new chapter member/s and the date/s of membership.

4. **Inducted an individual for chapter membership by another process** (used another method than the DKG Recruitment Plan). Explain your process. (Can be accomplished by the new member receiving orientation electronically from the chapter and paying dues by June 30, 2021. The member's induction can be scheduled at a later date.)

Name/s of the new chapter member/s and the date/s of membership.

*Please direct all membership questions to Membership Chair Debby Canter.

Communications/Marketing are evident in our chapter (complete a minimum of two (2) of the seven (7) 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.
2. Sent one photo with caption to the Editor of *The Voice*.
3. Have an updated website. URL address: _____
4. Have an updated Facebook Page. URL address: _____
5. Communicated (cards/calls) with members needing a bit of DKG sunshine.
6. Marketed our chapter. Explain how. _____
7. Submitted article/photo to a local newspaper.

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 30, 2021.**

Postmark deadline for the Chapter President's Report is **June 30, 2021.**