

2025-2026 GOLD KEY PLANNING SHEET

July 1, 2025, to June 30, 2026

Gold Key is not a requirement. It is a choice chapters make with input from their members. The items selected for completion to earn the Gold Key are items that all chapters should be doing to **FOCUS** on the strength and vitality of their chapter. We look to the **future** of our organization, the **opportunities** available to our members, the **connections** among all of us, the **unity** of our sisterhood, and the **spirit** we want to share with not only our current sisters but also our future sisters.

You will complete the official **Gold Key Application online** and **submit it by 11:59 p.m. June 30, 2026**. The online submission will go directly to Karen Dombrowski, Gold Key Coordinator.

KEY POINTS: To receive the Gold Key Award, all key points must be completed. Verify the completion of the items below. Use this sheet as a planning guide before you complete the form online. See the Gold Key **WHO, WHAT**, and **DEADLINES** on page four, for contact details.

1. The chapter is represented at **all** State Executive Board Meetings. **Unity, Spirit**
2. Chapters will be required to have their president or her designee in attendance at the Chapter President's Connections via Zoom (attendance is mandatory at six of the ten scheduled meetings). **Connections, Spirit**
3. Chapter yearbook sent by November 1, 2025, to OHSO Gold Key Coordinator, Karen Dombrowski (email addresses located on page 4). **Communicate**
4. Chapter Necrology Report (DKG Form 2) sent to OHSO Membership Chair, Meier Bauer, by February 1, 2026. (email address located on page 4) **Unity**
5. Chapter Executive Board meetings are held twice a year. (Gold Key Online Application) **Future**
6. Chapter schedules a minimum of four business meetings yearly. (Gold Key Online Application) **Connections, Communicate**
7. The DKG Annual Report of Chapter Treasurers Form 15 must be sent to OHSO Treasurer Diana Haskell by July 31, 2025. **Communicate**
8. The Chapter Treasurer has completed and submitted the IRS Form 990N or 990. A copy of the filing document should be sent to OHSO Treasurer Diana Haskell by November 15, 2025. **Communicate**
9. Specify what OHSO chapter(s) your chapter reached out to make connections either in person or virtually. **Connections**

POLISH POINTS:

#1 Implementing the FOCUS Narrative

How did your chapter share with its members the FOCUS narrative?

Focus on the **future**:

Open to **opportunities**:

Communicate to **connect**

Unity uplifts us:

Seize the **spirit**:

#2 Membership Dropped for 2025-2026

Participation in the DKG International Centennial Membership Challenge

#3 Promoting the President's Initiative on Mental Health & Wellness

Describe what your chapter did to promote OHSO President Dr. Molly Helmlinger's initiative on Mental Health & Wellness.

#4 Communications/Marketing

Communications/Marketing is evident in our chapter, completing a minimum of two

1. Submitted two (or more) Chapter Newsletters to the OHSO Editor of *The Voice*, Cathy Tenney. (email address located on page 4)
2. Sent one photo with a caption to the OHSO Editor of *The Voice*, Cathy Tenney, before May 15, 2026.
3. Have an updated chapter website with the 2024-2026 Compliance Seal from DKG International. URL address
4. Have an updated chapter Facebook page. URL address

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 2 polish points**

_____ **Honorable Mention Chapter: all key points AND 1 polish points**

Chapter: _____

Chapter President: _____

Address: _____

City: _____ Zip: _____

Phone: _____

E-Mail address: _____

Deadline to submit the Gold Key Application online is 11:59 p.m. **June 30, 2026.**

WHO

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DEADLINE

July 31, 2025
November 1, 2025
November 15, 2025
February 1, 2026
May 15, 2026
June 30, 2026
June 30, 2026

Immediately upon
the death of a
member

WHAT

Annual Report of Chapter Treasurer Form 15
Chapter Yearbook
A copy of the IRS Form 990N filing document
Chapter Necrology Annual Report-DKG Form 2
Sent one photo with caption
Gold Key Online Application 2025-2026
Two different issues of chapter newsletters,
written between July 1, 2025, and June 30, 2026
Form 6: Report the Death of a Member, is to be
sent to three individuals and is available at
www.dkg.org

SEND TO

Diana Haskell
Karen Dombrowski
Diana Haskell
Meier Bauer
Cathy Tenney

Cathy Tenney

mem@dkg.org
Diana Haskell
Meier Bauer

Updated 3_22_2026