CHAPTER YEARBOOKS

(AKA Chapter Program Book or Chapter Directory)

Revised June 2014

NOTE: Specific information needed for yearbooks

will be updated and made available

after International Convention at the end of July 2014.

Two copies of your chapter’s yearbook should be sent or given to Patricia Cermak, Alpha Delta State First Vice-president, by November 1, 2014. While the book provides information to chapters about upcoming events and chapter members, the yearbook is used by state officers during chapter visits, for reports, and for communications with chapters. You can mail the two copies of the yearbook or you can bring them to the fall Alpha Delta State Executive Board meeting in October.

Please note – If your chapter has the yearbook on your web site, two printed copies of the yearbook must be postmarked by the November 1, 2014, deadline to earn credit toward the Gold Key requirement.

Your chapter yearbook can be set up in a format that works best for your chapter. Some chapters use ring notebooks, some print in a folder form, etc. Some chapters print their information yearly and some once each biennium. The following guidelines will help with the production of your yearbook.

GUIDELINES

Cover or Title Page Information (see below)

* Legal name of the Society – The Delta Kappa Gamma Society International
* Greek chapter name and geographic location
* Geographic and Greek name of state organization – Alpha Delta State - Ohio
* Year of chapter charter
* Year/s which the yearbook will be used

International and State Information (see below)

* Purposes and mission statement
* International Society founders and state founders
* Current international and regional directors and addresses
* International Headquarters contact information
* Current state officers, committee chairmen, and coordinators with addresses, phone numbers, and e-mail addresses
* State web site address: AlphaDeltaState.weebly.com
* Dates of future state, regional, and international meetings

Chapter Information

* Current officers with addresses, phone numbers\*, and e-mail addresses
* Chapter chairmen and committee members\*
* Chapter website information

Historical Information

* Chapter founders and/or chapter charter members
* Past chapter presidents including biennium of service
* Chapter achievement and award recipients

Program/Meeting Information

* International program theme – Embracing Our Vision – Designing Our Future
* Title and content of programs including dates, times, and locations
* Hostesses, greeters, and other members involved in the meeting
* Service project information
* Executive board meetings including dates, times, and locations
* Special events such as orientation, initiation, and Founders Day
* “The Delta Kappa Gamma Song”

Chapter Member Directory

* Member information including name, address, telephone number, e-mail address\*
* Member’s professional assignment/retirement information
* Second address information for “snowbirds”
* Year of initiation
* Membership classification
* Note charter members

\*Please include the area code and correct zip code information in all addresses!

Optional

* Members’ birthdays
* “In Memoriam” dates
* “Telephone Tree” communication information
* Reservation/cancellation procedures for your chapter
* Reminders concerning collections in chapter
* Graphics, quotes, poetry, and members’ photographs
* Chapter standing rules
* Coordinating Council (if your chapter is part of a coordinating council)
* Society Symbols