The **Chapter of Distinction Award** is awarded at the Alpha Nu State Convention in June to qualifying chapters. Refer to the criteria when goal setting and planning. Prior to the deadline of **June 1, 2016**, return these five completed pages to: Marian Packebush, PO Box 88, Swan Valley, ID 83449; [mtp@silverstar.com](mailto:mtp@silverstar.com). A confirmation will be emailed upon receipt of your chapter’s entry. Please keep a copy for your records.

The criteria are divided into four parts. Parts I, II, and III offer a menu of 30 points from which to choose. The points are to be earned between June 1, 2015 and May 31, 2016. To qualify as a **Chapter of Distinction**, a chapter must accumulate 85 points out of the maximum 100 possible.

Please summarize total points from each page in the following section:

**Part 1** Chapter Planning and Reporting (**maximum** 25 Points) ................................................................._____points
**Part 2** Chapter Educational Excellence (**maximum** 25) ................................................................................____points
**Part 3** Chapter Business (**maximum** 25 Points) ............................................................................................._____points
**Part 4** Chapter Attendance (**maximum** 25 Points) ............................................................................................._____points

**Double Check:** There should be no amount of recorded points exceeding **25** in the above section.

**Grand Total of Points** (**maximum** 100 Points)................................................................................................____points

Name of Chapter:

Chapter President’s Electronic Signature (Printed/Typed Name) and Date:

Recording Secretary’s Electronic Signature (Printed/Typed Name) and Date:
**Instructions:**
1. If processing the report using the computer, you may delete the points that do not apply to your chapter; enter the total of the remaining points at the bottom of each page.
2. If processing the report manually, print the pages. Circle/enter the points earned by your chapter, and enter the total remaining points at the bottom of each page.
CRITERIA, Part I -- CHAPTER PLANNING AND REPORTING

Maximum points: 25

Pre-planning meeting (officers, committee chairs, etc.) was held prior to the first meeting of the new fiscal year. 2 points

Pre-planning session by each chapter committee was held at the beginning of the new fiscal year. 2 points

Recommendation for Membership (Form 11) was distributed to each chapter member. 2 points

Reporting Duties:

Fall (9/23/2015-12/21/2015). A copy of the chapter standing rules was submitted to the state rules committee chair. 2 points

November 10, 2015. Form 18-A (Members Dropped Report Form) and Form 18 (Annual Report of Dues/Fees) accompanied by Initiation Card and/or Reinstatement Card were sent to state treasurer. 2 points

November 15, 2015. Pages listing current officers, committee chairs, and roster of members were sent to the second vice president (state membership chair) and webmaster. 2 points

November 15, 2015. One copy of the complete chapter yearbook was sent to first vice president for evaluation. 4 points

February 1, 2016. Chapter president’s annual report (Form 54) was sent to the state president. 2 points

February 1, 2016. Necrology information (Form 2) was sent to Second Vice President and webmaster. 2 points

May 15, 2016. Chapter president’s yearly report of chapter activities (no form) was sent to the state recording secretary. 2 points

May 15, 2016. Chapter Officers Reporting Form to State (online form) sent to state president, first vice president, second vice president and webmaster. [dkg.org/forms/reports/chapter report forms] 1 point

May 15, 2016. Chapter Officers Reporting Form to International (online form) sent to designated name appearing on the form. [dkg.org/forms/reports/chapter report forms] 1 point

June 1, 2016, or within one month of initiation. List and contact information [name/address/phone/email address] of initiates were sent to Second Vice President and Webmaster. 2 points

Prior to June 1, 2016 [actual deadline: June 30]. A donation (Form 43) was made to at least one International fund – Educators’ Award Fund, Emergency Fund, Golden Gift Fund, International Speakers Fund, Scholarship Fund, The Delta Kappa Gamma Education Foundation, or World Fellowship Fund. 2 points

Prior to June 1, 2016 [actual deadline: July 15]. Chapter treasurer’s end-of-fiscal year report (Form 15) to State Treasurer. 2 points

30 points offered; 25 points maximum

Total Points, Part I: ______

Sources include http://www.deltakappagamma.org/ID/yearbook.html (preferred); Guidelines for State Organization and Chapter Communications Committee Chairs, 2010, p. 19.

As of May 2011, this fund was identified by International Headquarters as needing the most financial support.
The chapter used either the current International theme or State President’s theme in planning the chapter theme, goals, and programs for the year.

Music, program, personal growth, professional affairs, and legislation committees were included in planning chapter programs.

Programs for the year were planned to focus on the needs of members and to create a balance of programs that include one or more of the following categories: Professional, Personal, Societal, Fellowship

Chapter yearbook reflects Educational Excellence (formerly Program of Work), is published, and is reviewed by the members.

The chapter sponsors an ongoing or annual project within the educational excellence (formerly program of work) committee structure.

Music was included in at least four programs.

One new song was introduced.

A recommitment/reaffirmation activity or ceremony was conducted. (Ceremonies ©2015)

A Founders’ Day activity or ceremony was conducted.

An initiation ceremony was conducted. (Ceremonies ©2015)

Even-numbered years. An installation ceremony was conducted. (Ceremonies ©2015)

27 points offered (odd-numbered years); 30 points offered (even numbered years)

25 points maximum

Total Points, Part II: _____
CRITERIA, Part III -- CHAPTER BUSINESS
Maximum points: 25

A Strategic Action Plan for the chapter is in place.
Dkg.org/Library/Strategic Action Plan 2 points

A Chapter Profile is in place.
Dkg.org/Forms/Membership/Form 80 2 points

The chapter ordered and had available copies of society brochures to members
Dkg.org/Shopping/Society Supply Store/Brochures 2 points

The chapter incorporated the new society logo (yearbook, newsletter, stationery, etc.) 1 point

The chapter or chapter officers composed and shared its elevator speech, a brief description of the Society that can be shared with others who may not know who we are. 1 point

A planned orientation and welcome program was held for all new Chapter members. 2 points

A published chapter newsletter was distributed to each member at least twice. 4 points

Articles or chapter newsletters covering chapter activities, member accomplishments, and accompanying photos (if applicable) were submitted to the Alpha Nu editor prior to any two of the following deadlines:
(1) August 20, 2015 (2) October 20, 2015 (3) January 20, 2016 (4) March 20, 2016 4 points

Two articles [chapters have no control over actual publication by newspapers] and/or two chapter newsletters covering chapter activities, member accomplishments, and optional photos were submitted to the Alpha Nu Historian. 4 points

The following society publications were reviewed at a chapter meeting:
Delta Kappa Gamma Bulletin ½ point
International Program Resource Guide ½ point
Delta Kappa Gamma News ½ point
Alpha Nu State Manual ½ point
Alpha Nu ½ point
Chapter Standing Rules ½ point

Review of parliamentary procedures was included at a chapter meeting or in the chapter newsletter. 1 point

A review of important information from Delta Kappa Gamma publications were given at a chapter meeting or published in the chapter newsletter. 1 point
A review of important information from Delta Kappa Gamma publications was announced at a chapter meeting or published in the chapter newsletter.  

A review of the following websites took place:  
International  
State  
Chapter  

30 points offered; 25 points maximum  
Total Points, Part III: _____
CRITERIA, Part IV – CHAPTER ATTENDANCE

Maximum points: 25

The percent of attendance at meetings includes active, reserve, and honorary members. A member may be counted as present if she is fulfilling a professional obligation such as teaching a class, taking a class, or attending another professional meeting for which she has professional responsibility.

The following point system should be used to tally attendance:

51-60% - 2 points
61-80% - 3 points
81-100% - 4 points

Record the BEST FIVE meetings:

Date of meeting ____ and ____% ................................................................. ____points
Date of meeting ____ and ____% ................................................................. ____points
Date of meeting ____ and ____% ................................................................. ____points
Date of meeting ____ and ____% ................................................................. ____points
Date of meeting ____ and ____% ................................................................. ____points

Chapter President was involved in activities above the chapter level through attendance at:

- State Convention, June 2015 ........................................... 5 points
- Regional Conference or International Convention/Regional Conference, July 2015 ........................................... 5 points

Number of members (excluding president) attending State Convention. (1 point per member) ____ points

Number of members (excluding president) attending International Convention or Regional Conference. (2 points per member) ____ points

Number of members attending an area workshop or leadership seminar. (1 point per member) ____ points

Number of new members initiated between June 1 and May 31. (2 points per member) ____ points

Note: By May 1, chapters should receive membership award-related information from the state second vice president for (1) the Order of the Rose (initiating five new members) and (2) Membership Increase.

Number of reinstated members between June 1 and May 31. (2 points per member) ____ points

Number of members having perfect attendance during the year. (1 point per member) ____ points

Note: By May 1, chapters should receive information to report those members who satisfy perfect attendance award criteria.

Number of points offered varies; 25 points maximum

25 points maximum

Total Points, Part IV: _____