

Chapter Check List: The following guidelines may be helpful in designing yearbooks. By its content and format, the yearbook reveals the chapter's priorities, personality, programs, and projects. Remember, yearbooks are to be used as “reference” books by chapter members.

COVER OR TITLE PAGE INFORMATION

- ____ Legal name of the Society: The Delta Kappa Gamma Society International
- ____ Chapter name/chapter location
- ____ Date of chartering of chapter (location optional)
- ____ Name of sponsoring chapter
- ____ Geographic and Greek state organization name
- ____ Year(s) for which the yearbook is to be used

INTERNATIONAL AND STATE INFORMATION

- ____ List of International Founders and list of State Founders
- ____ Current International Administrative Board with addresses, telephones, Fax and E-mail
- ____ Current state organization website addresses
- ____ Dates of future international, regional and state meetings
- ____ Mission Statement
- ____ DKG Purposes

CHAPTER INFORMATION

- ____ Chapter officers with addresses, telephones, Fax and E-mail
- ____ Committee chairs and members
- ____ Chapter website address

PROGRAM MEETING INFORMATION

- ____ International Program theme, dates
- ____ State organization or chapter project information
- ____ Titles and descriptions of chapter programs and non-program events and activities
- ____ Date, time, location of chapter meetings
- ____ Date, time, location of Executive Board meetings
- ____ Date, time, location of local area/district meetings
- ____ Hostesses and other special assignments for chapter meetings
- ____ The Delta Kappa Gamma Song
- ____ Opening and Closing Collects

HISTORIC INFORMATION

- ____ Chapter charter members
- ____ Past chapter members

CHAPTER MEMBER DIRECTORY

- ____ Member information: name, address, telephone, fax and e-mail
- ____ Professional position, title and place of work
- ____ Membership status: active, reserve, honorary
- ____ Year of initiation for each member
- ____ Optional information about members - Birthdays, Photographs

OTHER OPTIONAL INFORMATION

- ____ Telephone tree communication chain
- ____ Deadlines for applying for Society scholarships, seminars, stipends with instructions as to where to get application forms
- ____ Deceased chapter members
- ____ Chapter members who have received chapter, state organization or international awards
- ____ Achievement awards
- ____ Scholarship awards
- ____ Scholarships and study stipends
- ____ Travel stipends
- ____ Chapter obligations and goals
- ____ Chapter action plans

All of the above information could be listed on the chapter website in addition to, or in lieu of, a printed yearbook. The following information, however, can only be displayed on a website if members have given written permission at the beginning of each biennium for their names and addresses and other information to appear on the website.

For Questions contact 1st Vice Pres.

Revised 9/16/13