

**The Delta Kappa Gamma Society International
Alpha Iota State-Michigan
Chapter Yearbook Evaluation Information and Checklist for 2011-2012**

To: Chapter Presidents and Yearbook Editors

From: Liz VanWestenburg, Alpha Iota First Vice President and Program of Work Chairman

Your chapter yearbook is a way to share Society, state organization, chapter and coordinating council information with members. The format you choose should fit the needs of your members. The International and State information is now available on the state's website. As you can see on the checklist provided, much of that information is not required for evaluation of your yearbook, but you may wish to include some of the material for both new members and reorientation of current members. When putting together your yearbooks, please keep in mind the music copyright law.

The awards bestowed are:

Admirable Award

Chapters receive this award if their yearbook and evaluation form are submitted by the December 1 deadline.

Praiseworthy Award

Chapters receive this award if their yearbook and evaluation form are submitted by the December 1 deadline and the yearbook includes all of the information listed under Parts 1-4 on the evaluation form.

Innovation Award

Chapters receive this award if their yearbook and evaluation form are submitted by the December 1 deadline, and the yearbook includes all of the information listed under Parts 1-4 on the evaluation form, and the yearbook has "gone green" by being submitted via email or on a chapter website.

Copies of the yearbooks are kept on file by our Executive Secretary and State president. They can be used as references for chapter information. The yearbooks are also distributed to the State First Vice President for evaluation and commendation. Awards will be presented at the spring convention.

Included is a copy of the evaluation form. It is also available on the state website. In completing the form for submission, please indicate the number of the page(s) where the information is found.

To submit copies of your chapter yearbook for evaluation you have **four options**.

- 1) You may submit three hard copies of your yearbook. With those copies, please include one completed evaluation form. You may mail the copies and the form to Sally Garrison (see mailing information below) or you may bring the copies and the form to Sally at the fall Executive Board meeting and workshop.

Mail to: Sally Garrison
1227 Lenox Road
Bloomfield Hills, MI 48304

OR

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- 2) If your yearbook is composed in a Microsoft Word document, you may copy the yearbook onto three CDs and submit them, with one completed evaluation form, to Sally Garrison. (See mailing information below.) No printed yearbook copy is required. Instead of mailing, you may bring the CDs and the form to Sally at the fall Executive Board meeting and workshop.

Mail to: Sally Garrison
1227 Lenox Road
Bloomfield Hills, MI 48304

OR

- 3) If your yearbook is composed in a Microsoft Word document, you may email the yearbook and one completed evaluation form to the address below. The evaluation form will be available on the state website.

Sally Garrison, Executive Secretary wsarahsally@aol.com

OR

- 4) If your chapter yearbook is online on your chapter website, you may direct our attention to that site. No printed copies or CDs will be needed. The evaluation form will be available on the state website. The yearbook editor should copy and paste the chapter's URL (web page address) right into the evaluation form. When the URL is pasted into a Word document and followed with a carriage return (new line), Word will make it a clickable link. This makes it easy for the evaluator to reach your website. If a password is required for access, please include that as well. If you choose this option, please email the evaluation form to

Sally Garrison, Executive Secretary wsarahsally@aol.com

Questions regarding the yearbooks may be directed to Liz VanWestenburg, State First Vice President, at svanwesten2@yahoo.com.

Thank you for submitting copies of your yearbook. We appreciate all the time and the work you do in putting together the yearbooks, and we hope to see one from each and every chapter! Remember, yearbooks must be submitted or postmarked no later than December 1, 2011.