



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

To: Chapter Presidents
From: Dr. Jensi P. Souders, international president
Corlea S. Plowman, executive director
Date: October 2011

It's time again for you to tell us how well you are doing! Items you will find enclosed are chapter reports as follows:

- **President 2011 Annual Report Form 54**
(due February 1, 2012)
- **Necrology Annual Report Form 2**
(due February 1, 2012)
- **Communications Committee Biennial Report Form 38**
(due February 1, 2012)
- **Educational Excellence/Program Committee Biennial Report Form 26**
(due February 1, 2012)
- **Finance Committee Biennial Report Form 40**
(due February 1, 2012)
- **Membership Committee Biennial Report Form 36**
(due February 1, 2012)
- **Scholarship Committee Biennial Report Form 34**
(due February 1, 2012)
- **World Fellowship Committee Biennial Report Form 42**
(due February 1, 2012)
- **Press Release** for your use to help Broadcast the Buzz
- 2012 International Convention Schedule-at-a-Glance (tentative)

One area we continue to highlight is Marketing the Society—Broadcasting the Buzz. Your chapter is accomplishing many things your local media could cover. Some areas are more responsive to press releases than others, but your activities will not be covered if nothing is sent. The International Communications and Publicity Committee has strategies to help make DKG more visible in our communities, states, provinces and countries. The committee continues its monthly communication tips on its page of our Web site. We encourage you to check the Web site and **Broadcast the Buzz** about Delta Kappa Gamma in your part of the world.

All of the enclosed items are available online (www.dkg.org) at the top under the <Forms> tab, then select <Reports> or <Press Releases>.

You are appreciated for all of your work with your chapter and the Society. We wish you each a wonderful conclusion to your biennium! Contact us any time if you have a question or need assistance.

JPS:CSP:aw

Enclosures



Embracing Our Vision • Designing Our Future

Delta Kappa Gamma Chapter President 2011 Annual Report Due February 1, 2012

Form 54
Jan.-Dec. 2011

DIRECTIONS:

Send one copy to each of the following:

1. State Organization President
2. Keep the second copy in your file

Information from this report will be compiled by your state organization president to be shared and submitted to the International President. Copies may be duplicated before mailing. Questions may be answered as needed on a separate sheet and attached to this form.

Greek Name of Chapter (e.g., Alpha)	Geographic Name of State Organization (e.g., Texas, Alberta, Sweden)	Date of Report
Number of Chapter Members		E-Mail Address

1. Y N Does your chapter have a full slate of officers for the 2012-2014 biennium?
If N, what assistance can your State Organization give you in securing officers for the coming biennium?
2. Does your chapter have a chapter/strategic action plan?
 Y N Working on one
3. Y N Have all members of the chapter had opportunity for input in the development of your plan?
4. Check off all the resources provided by International/state organization that your chapter has used in the past year:
 - As the SAP Rises* (Strategic Action Planning tip sheet)
 - Area/District/Section conferences/meetings
 - Broadcasting the Buzz*
 - The Bulletin*
 - Contact Society Headquarters
 - Contact State Organization Headquarters (if applicable)
 - Constitution & International Standing Rules*
 - DKG Network
 - DKG NEWS
 - Focus on Finance*
 - Guidelines for:
 - Chapter President
 - Chapter Treasurer
 - Chapter Membership Chairs
 - Communication Committee Chairs
 - Finance Committees
 - International Convention workshops, speakers
 - International/state organization training/resources in developing a chapter action plan
 - International/state organization training/resources in developing chapter programs/projects/activities
 - Leadership Training Session
 - Membership Memo*
 - New Member Information Kit
 - One & All* brochures (get involved)
 - Our Heritage* Vol. I, Vol. II, Vol. 3
 - President's Page*
 - Pride in the Big Picture* Orientation Program
 - Regional Conference workshops, speakers
 - Schools for Africa Newsette*

(Over)

- Society Committee brochures
- Society Web site
- State Organization meeting workshops, speakers
- Successful Chapter Practices Model
- Sustaining Pride in the Big Picture* Reorientation Program
- THAT Model for early-career educator support
- Tip Sheet* for International Scholarships
- You & Us* brochures (new members)
- Other (Please specify): _____

5. Overall, how would you rate your chapter?

- Growing, successful
- Maintaining, successful
- Maintaining, needs energy
- Losing members, needs help
- At risk of dissolving

6. How would you rate your state organization in its efforts to help strengthen chapters?

- Outstanding
- Excellent
- Fair
- Poor

Please suggest ways that your state organization can be of more assistance in the future (especially if you rated the organization “Fair” or “Poor”):



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Delta Kappa Gamma Communications and Publicity Committee-Chapter 2010-2012 Biennial Report **Due February 1, 2012**

Form 38
Jan. 2010-Dec. 2011

DIRECTIONS:

Send one copy to each of the following:

1. State Organization Communications and Publicity Committee Chair (contact State Organization for address or email)
2. Chapter President
3. Chapter File

Information from this report will be compiled by your state organization chair to be shared and submitted to the International Chair. Copies may be duplicated before mailing. Questions may be answered as needed on a separate sheet and attached to this form.

Greek Name of Chapter (e.g., Alpha)	Geographic Name of State Organization (e.g., Texas, Alberta, Sweden)	Date of Report
Name of Chapter Communications and Publicity Committee Chair		E-Mail Address

1. What has your chapter done to broadcast a buzz? Check all that apply.

- maintained a website
- assigned a web watcher
- submitted press releases to local media
- placed Society publications in public places
- shared elevator speeches
- recognized outstanding educators (members and non-members)
- utilized Broadcast the Buzz
- other (Specify) _____

2. How many times has your chapter or its members been recognized in local media outlets (newspaper, radio, etc.) since July 1, 2010? _____

_____ Identify the media outlet

3. Does your chapter have a newsletter?

- Yes
- No

How is it distributed to members? Check all that apply.

- Electronically
- Mailed
- Given out in meetings
- (other) specify _____

4. Has your chapter developed a chapter brochure and/or fact sheet?

- Yes
- No

5. Check the sections of the **Guidelines for State Organization and Chapter Communications Committee Chairs** booklet used.

- | | |
|--|--|
| <input type="checkbox"/> Communications Committees | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Newsletters: Looking Good in Print | <input type="checkbox"/> Copyright and Libel Laws |
| <input type="checkbox"/> Electronic Communications | <input type="checkbox"/> Facts about Delta Kappa Gamma |
| <input type="checkbox"/> Communicate with Society Headquarters | <input type="checkbox"/> Did not use any section |

6. _____ How many members are in the chapter?
_____ How many members do not have email or other online communications?

7. How does your chapter communicate with members who do not use technology?
Check all that apply.

- postal mail
- given out in meetings
- web buddy prints
- hand delivery
- phone tree
- (other) specify _____

8. How has your chapter helped members become more adept with technology?
Check all that apply.

- Chapter programs
- Newsletter article (s)
- Present hands-on activities
- Technology report at meetings
- other _____

Please survey all your members before answering the following questions.

9. What percentage of your members read the *DKG News*?

- 0-24%
- 25-49%
- 50-75%
- 76-100%

10. What percentage of your members read the *Bulletin*?

- 0-24%
- 25-49%
- 50-75%
- 76-100%



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Delta Kappa Gamma Educational Excellence/Program Committee-Chapter 2010-2012 Biennial Report

Form 26

Due February 1, 2012

DIRECTIONS:

Send one copy to each of the following:

1. State Organization Educational Excellence/Program Committee Chair (contact State Organization for address or email)
2. Chapter President
3. Chapter File

Information from this report will be compiled by your state organization chair to be shared and submitted to the International Chair. Copies may be duplicated before mailing. Questions may be answered as needed on a separate sheet and attached to this form.

Greek Name of Chapter (e.g., Alpha)	Geographic Name of State Organization (e.g., Texas, Alberta, Sweden)	Date of Report
Number of Chapter Members		Number of Chapter Meetings Held Per Year
Name of Chapter Educational Excellence/Program Committee Chair		E-Mail Address

Programs/Activities listed should reflect what has or will be done from July 1, 2010 to June 30, 2012. Estimate where necessary.

Yes No

1. Did your chapter/members support the Schools for Africa project?
If so, describe one activity/program to raise awareness of or funds for the project.

2. Did your chapter/members support early-career educators? (An early career educator is an employed educator with 0-4 years of experience.)
Approximate number of hours spent
Approximate amount of money spent
Activity that had the greatest impact:
3. Did the chapter Educational Excellence/Program chair receive training from the state organization?
If yes, describe aspects of the training which were particularly helpful:

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Did your chapter have any programs/activities that focused on the following? |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Increasing members' personal and professional pride (personal growth, leadership training, recognition of members' achievements, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Excellence in education (including the arts, literacy/numeracy, model programs, lifelong learning, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Increasing members' global awareness (cultural, social, environmental, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Understanding the DKG/UN relationship |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Impacting educational law and/or policy (study of policy/legislation, support for school funding or curriculum issues, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Other , please specify _____ |

5. What did your chapter do that had the greatest impact on education? _____

6. Describe your most successful chapter program. _____

7. Check sources used for chapter program ideas:

- DKG International website
- DKG Social Network
- Expertise and/or Creativity of Chapter Members
- State Organization website
- International Training Materials
- Community Resources
- Other, please specify _____

8. List the ways in which the state organization EE/Program Committee can assist your chapter with program/project planning. _____

Thank you for completing and returning this form. Your ideas, concerns and accomplishments are important to us!



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Delta Kappa Gamma Finance Committee-Chapter 2010-2012 Biennial Report Due February 1, 2012

Form 40
Jan. 2010-Dec. 2011

DIRECTIONS:

Send one copy to each of the following:

1. State Organization Finance Committee Chair (contact State Organization for address or email)
2. Chapter President
3. Chapter Finance Committee File

Information from this report will be compiled by your state organization finance committee chair to be shared and submitted to the International Finance Committee Chair. Copies may be duplicated before mailing. Questions may be answered as needed on a separated sheet and attached to this form.

Greek Name of Chapter (e.g., Alpha)	Geographic Name of State Organization (e.g., Texas, Alberta, Sweden)	Date of Report
Number of Chapter Members		Number of Chapter Meetings Held Per Year
Name of Chapter Finance Committee Chair		E-mail Address

1. _____ Does your chapter have a finance committee?
Yes No

2. Who serves on your finance committee? Please check all that apply (Remember your chapter treasurer should not be the chair of the finance committee.)

_____ President (ex officio, with vote) _____ Appointed members
 _____ Treasurer (ex officio, without vote) _____ Elected members

3. Duties of the Chapter Finance Committee are outlined in the *Guidelines for State and Chapter Finance Committees*. Have the following duties been carried out by your finance committee chair?

YES NO

_____ a. Prepared a budget and presented it to the chapter for adoption
If no, explain:

_____ b. Reviewed chapter dues prior to preparation of budget
If no, explain:

_____ c. Provided for an audit/financial review of the chapter treasurer's records
by an auditor/audit committee
If no, explain:

4. Yes No Does the treasurer present a financial report at each meeting?

5. Who receives written financial reports and how often? Please check all that apply

President Each meeting

Finance Committee Once a year

Chapter Member Twice a year

6. Yes No Has your chapter treasurer participated in any state organization or international training time period?

7. Yes No Have you received copies of the *Focus on Finance*? If yes, what information has been useful to you?



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Delta Kappa Gamma Membership Committee-Chapter 2010-2012 Biennial Report Due February 1, 2012

Form 36

DIRECTIONS:

Send one copy to each of the following:

1. State Organization Membership Committee Chair (contact State Organization for address or email)
2. Chapter President
3. Chapter File

Information from this report will be compiled by your state organization chair to be shared and submitted to the International Chair. Copies may be duplicated before mailing. Questions may be answered as needed on a separate sheet and attached to this form.

Greek Name of Chapter (e.g., Alpha)	Geographic Name of State Organization (e.g., Texas, Alberta, Sweden)	Date of Report
Number of Chapter Members		Number of Chapter Meetings Held Per Year
Name of Chapter Membership Committee Chair		E-Mail Address

1. Does your chapter have a Membership Action Plan or a Membership section of your Chapter Action Plan?
 Yes No

What is one successful strategy your chapter has used to increase, retain or reinstate former members? _____

2. Which of the following resources has your chapter used to examine chapter membership needs?
 Member profile
 How Cross-Generationally Friendly is Your Chapter? (survey)
 Form 18 and 18A treasurer's report about membership over time (three or more years)
 Examination of current chapter diversity (age, professional position, years of education, ethnicity, religion, etc.)
 other, please specify _____

3. Is your chapter using the *Pride in the Big Picture* for prospective member Orientation?
 Yes No

If yes, was the orientation held prior to the day of the initiation?

- Yes No

4. Is your chapter using the *Sustaining Pride in the Big Picture* for member Reorientation?
 Yes No

5. Did or will your chapter hold one or more initiation ceremonies from July 2010 through June 2012?
 Yes No If so, how many? _____

6. Number of members who have been or will be initiated from July 2010 through June 2012. _____

7. Has your chapter reinstated members from July 2011 to February 2012?
 Yes No If so, how many? _____

8. Does your chapter have a dues payment plan to assist members who are in need?
 Yes No
If yes, check what applies:
_____ installments
_____ chapter financial assistance
_____ deferred chapter dues (i.e., after Oct. 31)
_____ other, please specify _____
9. Did you or your representative attend your state organization's membership workshop?
 Yes No
- If no, did you receive the materials from that training?
 Yes No
10. Has your chapter honored members in any of the following ways?
Check all that apply:
 certificates
 achievement award
 service pins
 chapter newsletter recognition
 meeting brag time/kudos
 local newspaper recognition
 other, please specify _____

Thank you for completing and returning this form. Your ideas, concerns and accomplishments are important to us!



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Delta Kappa Gamma Scholarship Committee-Chapter 2010-2012 Biennial Report **Due February 1, 2012**

Form 34
Jan. 2010-Dec. 2011

DIRECTIONS:

Send one copy to each of the following:

1. Your State Organization Scholarship Committee Chair (contact State Organization for address or email)
2. Chapter President
3. Chapter File

Information from this report will be compiled by your state organization chair to be shared and submitted to the International Scholarship Committee Chair. Copies may be made before mailing. Questions may be answered as needed on a separated sheet and attached to this form.

Greek Name of Chapter (e.g., Alpha)	Geographic Name of State Organization (e.g., Texas, Alberta, Sweden)	Date of Report
Number of Chapter Members		Number of Chapter Meetings Held Per Year
Name of Chapter Scholarship Committee Chair		E-Mail Address

1. Does your chapter have a Scholarship Committee? _____ Yes _____ No

2. What did your members do to promote scholarship awareness? (check all that apply)

- | | |
|--------------------------|---|
| _____ Chapter Newsletter | _____ State Newsletter |
| _____ Chapter Meetings | _____ Recognition of Scholarship Recipients |
| _____ State Meetings | _____ Support/workshops from former recipients or other members |

Additional initiatives:

3. Which of the services of the International Scholarship Committee does your chapter use?

- | | |
|--|--------------------------------------|
| _____ Website Information | _____ Scholarship Application |
| _____ Scholarship Brochure | _____ Articles in Society Newsletter |
| _____ Presentations at International/Regionals | |

4. What further services do you suggest that the International Scholarship Committee can provide?



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Delta Kappa Gamma World Fellowship Committee-Chapter 2010-2012 Biennial Report **Due February 1, 2012**

Form 42
Jan. 2010-Dec. 2011

DIRECTIONS:

Send one copy to each of the following:

1. State Organization World Fellowship Committee Chair (contact State Organization for address or email)
2. Chapter President
3. Chapter File

Information from this report will be compiled by your state organization chair to be shared and submitted to the International World Fellowship Committee Chair. Copies may be made before mailing. Questions may be answered as needed on a separated sheet and attached to this form.

Greek Name of Chapter (e.g., Alpha)	Geographic Name of State Organization (e.g., Texas, Alberta, Sweden)	Date of Report
Number of Chapter Members		Number of Chapter Meetings Held Per Year
Name of Chapter World Fellowship Committee Chair		E-Mail Address

1. How does your chapter promote World Fellowship? Please cite examples.

2. a. What monetary contributions were sent by your chapter to the International World Fellowship Fund during this time period? \$ _____

Contributions should be sent on Form 43 to:

The Delta Kappa Gamma Society International
P. O. Box 1589
Austin, Texas 78767-1589

b. How did your chapter acquire these contributions? Please cite examples.

PRESS RELEASE
FOR MORE INFORMATION
CONTACT: **Insert your name and contact information**
FOR IMMEDIATE RELEASE: **(Date)**

(LAST NAME) REVIEWS (CHAPTER NAME) PROJECTS

(NAME) president of **(CHAPTER NAME, CITY, STATE)** of The Delta Kappa Gamma Society International, recently reported to the state and international organization on the work of the local chapter. The organization is a professional honor society for women educators with more than 95,000 members. Established in 17 member countries around the world, the Society defines its mission as promoting professional and personal growth of women educators and excellence in education.

During the past year, **(CHAPTER NAME)** members were involved in the following projects:

- **(LIST YOUR PROJECTS)**
- **OR HIGHLIGHT YOUR MAJOR EVENT/COMMUNITY OUTREACH/ETC.)**

According to **(NAME)** her involvement as president of **(CHAPTER NAME)** allows her to **(put some of the benefits/reward you feel your chapter membership/presidency provide)**. She says, “**(Insert a personal quote about your chapter and its work)**.”

The chapter is also involved in **(insert other scholarships, grants, special activities of your chapter and add supporting details and quotes if available)**.

Other officers of **(CHAPTER)** are **(LIST NAMES AND TITLES)**.

Plans for this year include **(insert one or two of your events you hope the media will cover in the future)**. Members plan to attend the state convention **(INSERT DATE AND LOCATION)**, where they will join other organization members from throughout the state for training and personal and professional growth.

###

Additional items and members you could include are as follows:

- **Send photo** (with identification) of you and/or your members in action.
- A quote from your program chair about outstanding programs you had this year
- A quote from your scholarship chair about your recipient(s)
- Explanation of one or two of your special events, activities or programs.