**ALABAMA STATE ORGANIZATION YEARBOOK CHECKLIST**

**DEADLINE: December 1, 2023 (2 pages)**

CHAPTER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District \_\_\_\_\_\_\_\_ Chapter President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer/Member responsible for the yearbook in this chapter:

## Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required items: Give the page number of required items in the appropriate column. **Send two copies of your yearbook and this completed form to the state first vice president** (See below for contact information.)

|  |  |  |
| --- | --- | --- |
| **Required Items** | **Page Number** | **Item Present/comments**  **(completed by state first vice president)** |
| **Cover or Title Page** | | |
| * Chapter name, district, and AL State Organization * Delta Kappa Gamma Society International and SE Region * Your city or county and the current date (ex: 2022-2023) * DKG International Founding Date: 5/11/1929 * Alabama State (Beta) Founding Date: 12/19/1931 * Chapter Founding Date | | |
| 1. A Table of Contents | | |
| **International Information** | | |
| 2. Seven Purposes of the Society and Mission Statement |  |  |
| 3. The International Program theme and projects |  |  |
| 4. List of International Founders |  |  |
| 5. International Headquarters Information: 12710 Research Blvd, Ste. 230, Austin, TX 78759 Telephone: 512-478-5748 Fax: 512-478-3961 Web site: www.dkg.org email: societyexec@dkg.org |  |  |
| 6. International Administrative Board at dkg.org (changes in even years) |  |  |
| 7. International Staff (general details on how to contact |  |  |
| **State Information** | | |
| 8. Alabama State Theme and Project  *Putting the Pieces Together: Purpose, Priority, and Passion*  Various Autism Projects |  |  |
| 9. List of Alabama State Founders |  |  |
| 10. Past State Presidents |  |  |
| 11. Current Executive Committee with contact info. |  |  |
| 12. Current District Directors with contact information |  |  |
| 13. State Committee Chairmen with contact information |  |  |
| 14. The Alabama State web address:  https://alabamadkg.weebly.com/ |  |  |

|  |  |  |
| --- | --- | --- |
| **Chapter Information Page number** | | |
| 15. Chapter Officers’ names and contact information |  |  |
| 16. Chapter Committees with Chairmen contact information |  |  |
| 17. Chapter Charter Members (Note deceased with \*) |  |  |
| 18. Chapter Past President list |  |  |

|  |  |  |
| --- | --- | --- |
| 19. Chapter Biennium Theme and projects |  |  |
| 20. Chapter Meetings: (All items required. be Could be in a chart or agenda format.)   * Date/ time /location * A devotion(inspirational thought), music, and art included * Officers and specific committee reports * Meeting Purpose-Related to one of the seven purposes * Program Title and topic summary * Names of participants (i.e. hostesses, presenters,…) * Projects |  |  |
| 21. Additional meeting requirements:   * Observation of an International/ State Founders’ Day |  |  |
| * Observation of the Chapter Birthday |  |  |
| 22. Chapter Membership (All items required) Name  * Date of Induction * Address * E-mail * Phone number * Place of work or retired * Status: Active, Reserve or Collegiate |  |  |
| 23. Collect |  |  |
| 24. “The Delta Kappa Gamma Song” |  |  |
| 25. Dates to Remember (include chapter, state,  and international for current chapter year—  July 1 through June 30) |  |  |
| 26. Chapter Rules and Policies |  |  |
| **Mail COMPLETE copies by December 1st to the following:**   * 2 copies and completed evaluation form to AL State First   Vice President (Educational Excellence Committee  Chair) Dawn Pettit, P.O. Box 63, Uriah, AL 36480 | **Date Mailed**:  \_\_\_\_\_\_\_\_\_\_ | Date Received:  \_\_\_\_\_\_\_\_\_\_\_\_ |

Note: International and chapter officers/ committees change in even years. State Officers/ committees/ themes/ projects change in odd years. Available after July 1st on the state website.