**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.)

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| **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/ |  |  |

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| **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 |  |  |

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|  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.