**You Can Do a Yearbook!**

**Handbook of The Delta Kappa Gamma Society International *Go-To Guide***

**(Pages 12-13)**

* A chapter yearbook provides a **ready reference of important facts** concerning Society business, a **calendar of events**, and the **contact information** of each member and may include state officers, committee chairmen and International officers.
* A yearbook provides members **information about meetings, activities, deadlines,**

and may include state organization and international personnel contact information.

* A chapter may publish a yearbook in its entirety each year; others publish a yearbook at the beginning of the president’s biennium and a supplement in alternate years.
* A chapter may place this information on its website.
* State organizations may have **guidelines for items to be included** in chapter yearbooks. (**AL State does!**)
* A chapter may include its **chapter rules** in the yearbook.
* Publishing chapter rules in the yearbook keeps members informed, encourages regular updating of chapter rules, and facilitates sending rules to designated state organization personnel for review.

**Yearbook–related *Order of the Rose Criteria***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communications** |  |  |  |  |
| Send 2 hard copies of chapter yearbook to AL State First Vice President \*\* | December 1, 2022 | Date submitted: | **2 points** |  |
| December 1, 2023 | Date submitted: | **2 points** |  |

**Contacting Society**

Headquarters Information and assistance may be obtained at any time by visiting the Society website

at www.dkg.org or by contacting Society Headquarters.

**Mailing address**: 12710 Research Blvd, Ste. 230, Austin, TX 78759

**Email:**

•the executive director and/or the international president at societyexec@dkg.org;

• the membership director at mem@dkg.org;

• or the business director at [societyoper@dkg.org](mailto:societyoper@dkg.org)

**Phone:**

• Telephone +1-512-478-5748 • Fax +1-512-478-3961

DKG Website: • under the Contact Us tab, click on an email button to send a message

• click on the chat button to initiate a chat with a Headquarters staff member

**Yearbook Tips and Suggestions**:

* Make it your yearbook: size, style of binding, color, etc. can reflect your chapter ‘s needs and personality. No exact specifications are given to chapters. Some chapters have their book in binders and only print the part that has changed. Others use spiral binding or staple their books together. You can choose half sheet or full size as you wish.
* In even years, the chapter and International officers/committees change. In odd years, the AL State officers and committees change.
* Go by the Yearbook Chart! It lists all the essential elements for a thorough yearbook. Put page numbers as you complete the items. You may adjust the order if something else works best for you. For example, you might want contact information for your chapter and meeting information at the beginning of your yearbook to make it easier for your members to find. You may wish to put the chapter song and collect on the last page for the same reason!
* Carry out your chapter theme if you wish with titles, pictures, or artwork.
* To encourage members to use their yearbooks, play a scavenger hunt game where they look up items in the book!
* Include other items that are informative or encouraging:
  + Dedication
  + In memoriam
  + Members grade level and subject taught
  + Member birthdays/ birthdays by months
  + Spouse/ next of kin
  + Special projects
  + Form for recommendation of members
  + Symbols of the society
  + Inspirational quotes
  + List of members receiving special recognition like the AL Achievement Award
  + Personal message from the president
  + Clever titles
  + Explanation of purposes
  + Pledge
  + Charter members and history of merged chapter
  + Dividers
  + Photos of members or events
  + Recipients of chapter grant in aid or scholarships
  + Members serving on the state level
  + List of members who have attended the Leadership Seminar and the year
  + An overview of the Society
  + History of AL State
  + Chapter History
  + Committee opportunities and responsibilities
  + Project page with photos and information
  + Note page
  + Other:

***Chart Specifics:***

If you are new to the yearbook, get the flash drive from the previous yearbook committee. It will save a great deal of time. (Many items remain the same, but be sure to check dates etc. )

Please give all contact data. The return address on a package might be from a different person. (Especially helpful if the 1VP doesn’t do the yearbook in your chapter.)

**Title page**: most items don’t change except the date.

**Table of contents** is to help your members find the pertinent information.

**International Information**:

Much of this won’t change yearly, but the mailing address has changed. When you go to the website, you will find that contact information is no longer included, so we did not ask that to be in your yearbook. The International board will change this summer and would be updated on the website after the convention.

**State Information:**

The state information changes in odd years. Much of the information that you might need is in the AL State Directory that was given to the chapter presidents. This year’s theme remains Get on the DKG Bus**: B**uilding and **U**nifying our **S**isterhood. AL State Organization Project: Eagle’s Wings

Several chapters last year did not update some of the changed state information like DD’s/ Committees. Check on the website or in the AL State Directory

**Chapter information:**

It is listed to have contact information for *committee chair*. (An email is fine here since you have other information in membership roster section.)

*Chapter theme and projects*: add information/ photos/ website information or a small write up about these to inform your members.

*Chapter meetings*: you may use a chart format for quick information or an agenda format, but either way you need to include the listed information. \*\*

* Be specific on committee reports---find that by looking at your bylaws and what you’ve traditionally done. This helps remind committees that they are a valuable part. EX: The finance committee and the EEC for the first meeting. Our Membership committee hands out slips in October and collects them in November, so they need to be listed for those months in addition to the orientation meeting and induction.
* Meeting/program theme related to seven DKG purposes. Often the same meeting yearly might have the same purpose. I.e.. #5 when you raise funds for World Fellowship, #2 when you induct…
* For order of the Rose, only one observation per biennium is required for of the International, State or chapter founders’ day. On off years, you could make note of that on your form or in your yearbook.

**Chapter membership**:

Use a chart if desired, add photos to help know new members.

Email—personal is preferred since schools’ email can often block other senders.

**Dates to remember:** Check the state and international websites, emails from the president, and the AL State Directory.

**Chapter Rules and Policies:** You may not choose to recopy this yearly for members, especially if you use a binder, but send the entire yearbook when you make your submission.