

2011 YEARBOOK GUIDELINES

Chapter _____ Chapter Number _____ Area _____

Chapter Yearbook Committee Chairman: _____

Address _____ City _____ Zip _____

Telephone _____ - _____ - _____ Email _____

Upon receipt of your yearbook, the committee will send an email for your records.

Chapters are encouraged to present yearbooks to their chapter members in electronic format. You may submit your yearbook in a PDF file for evaluation to the Yearbook Chairman at carolynotto1@gmail.com instead of mailing a hard copy. The Yearbook Guidelines sheet must be included. Postmark deadlines still apply for awards.

DEADLINES: Early Bird Award postmarked by November 1
On time postmarked by December 1.

For use by the Texas State Yearbook Committee only.

_____ *Postmark by December 1 to qualify for on time*

_____ *Completed copy of 2011 Yearbook Guideline enclosed with chapter yearbook*

Essential information that is to be included in Chapter Yearbook:

Please complete the Yearbook Guide by providing **page numbers** for each of the items listed below.

I. Cover or Title Page Information

_____ Legal name of the Society: The Delta Kappa Gamma Society International

_____ Chapter name and Chapter Number (**in upper right hand corner**)

_____ Chapter Location / Area

_____ Year(s) for which book is to be used

II. International Information

_____ Purposes and Mission Statement

_____ Current International officers and regional directors with addresses

OR reference to online address to locate them

_____ International Headquarters information

Mailing: P.O. Box 1589, Austin, TX, 78767-1589

Telephone: 512.478.5748 Toll Free: 888.762.4685 Web site: www.dkg.org

_____ International Conventions, Regional Conferences and State Conventions dates and locations.

OR reference to online address to locate them

III. State Information:

_____ Current state officers, personnel, committee chairmen (addresses, phone numbers, emails)

OR reference to online address to locate them

_____ **Your Chapter's** Current Area Coordinator (addresses, phone number, email)

_____ Coordinating Council Information if applicable for your chapter (chairman, address, phone number, e-mail)

_____ Texas State Headquarters information:

Mailing - P.O. Box 797787, Dallas, TX 75379-7787

Location - 6220 Campbell Road, Suite 204, Dallas, TX 75248

Telephone: 972.930.9945 and 800.305.3525; FAX: 972.447.0471

Website: www.alphastatetexas.org

IV. Chapter Information

- _____ Chapter Officers with addresses, phone numbers and emails
- _____ Committees with chairman and members
- _____ Members' addresses, phone numbers, e-mail addresses (**place directory in the back of the yearbook**)
- _____ Past Chapter presidents, biennia
- _____ Charter members of the chapter and current status (active, transferred, or deceased)

V. Program/Meeting Information (may be presented in table format for one page Year at a Glance)

- _____ Date, time, location of meetings
- _____ Project Information
- _____ Chapter program titles/descriptions: **Use an asterisk (*)** in the yearbook to denote at least four (4) programs using one or more of the Society's seven purposes.
- _____ Program 1 Purpose(s) _____
- _____ Program 2 Purpose(s) _____
- _____ Program 3 Purpose(s) _____
- _____ Program 4 Purpose(s) _____
- _____ "The Delta Kappa Gamma Song"
- _____ Observance of Society Founders' Day
- _____ Observance of Chapter Birthday Celebration

DEADLINE: December 1 (must be postmarked by December 1)
Early Bird: November 1 (must be postmarked by November 1)

ONE HARD COPY of the yearbook should be submitted to each of the following. Please do not send folders or notebooks. You may use a strong clip or tie pages together.

1. **Yearbook Chairman** (Include completed Yearbook Guidelines sheet with correct page numbers where each item is found.) Only send a hardcopy to the Yearbook Chairman if you have NOT used the electronic PDF option.
Carolyn Otto
940 Homestead Drive
Fredericksburg, Texas 78624
2. **Alpha State Headquarters**
c/o Executive Secretary / Treasurer
P.O. Box 797787
Dallas, TX 75379-7787
3. **Your Area Coordinator**
4. **Coordinating Council Chairman** (if applicable)