**Produce an Exemplary Yearbook:**

 - Include everything on the Yearbook

 Guidelines - the only things that can

 be left out of the copy sent to the

 yearbook chairman for judging are items

 labeled optional.

 - Enclose the current Yearbook Review

 Guide completely filled out **with page**

 **numbers** with the copy of your

 yearbook being sent to Alpha State

 Yearbook Chairman.

 - Encourage members to pay dues early in

 order to complete and submit yearbook

 before Early Bird deadline of

 November 1 and **still be accurate.**

 - Be sure to obtain current State and

 International Society information sent

 to your chapter president at the end of

 summer in the President's Kit.

 - Indicate in your yearbook when your

 chapter celebrates your chapter's

 birthday and also indicate when you

 celebrate Founders ‘Day of the

 Society.

 - Proofread your yearbook before

 printing or distributing.

 - The postmark is what counts for the

 Early Bird and on time awards.

 The means of delivery or the date

 received do not count.

**Save Money:**

 - Streamline the number of pages

 by using reference to online

 address where International and

 State Officers and Personnel can

 be located instead of listing all of

 them. www.dkgtexas.org

 - Put in a folder instead of

 binding.

 - Consider distributing yearbooks to

 members in electronic format; and

 submitting electronically to the state

 Yearbook Chairman for evaluation.

 - Make extra copies to have on

 hand as new members are

 initiated.

 - Do not send pages in binders to

 state personnel. Clip or tie pages

 together.

 **Copies of your yearbook sent to**

**Texas State Headquarters and Area**

**Coordinator MUST be in hard copy.**

**Send a hard copy to State Yearbook**

**Chairman only if you have NOT sent**

**an electronic version.**

Let's Get Started:

 - Organize your yearbook in three

 sections: International, Alpha State,

 and Chapter.

 - Begin now to edit pages that are almost

 the same as last year.

 - The four required program purposes

 refer to the seven purposes of the

 Society.



**For yearbook copy sent to Archives at Texas State Headquarters Only:**

 - Consider removing State and

 International information pages

 in order to make the yearbook

 less bulky for archives storage

 - Be sure your chapter's name

 and number are in the top right

 hand corner of the cover.





**Texas State Organization**

**The Delta Kappa**

**Gamma Society**

**International**



Yearbook

**2015 - 2017**

**Tips for electronic submission of Yearbook:**

 - Only submit Yearbook once-

 make sure it is correct

 before sending.

 - Include name of Chapter in

 subject line of email when

 submitting.

 - Make one PDF file of

 yearbook -not multiple files

 - Don’t make changes in

 Guidelines form, use

 interactive form on the state

 website.

 - Make sure your email

 address will receive emails

 so that receipt of your

 yearbook can be

 acknowledged.

**\*\*\*Make sure you have a current and correct email address listed!!!**

 **DEADLINES**

 Early Bird: Postmarked

 November 1 or before

On Time: Postmarked

December 1 or before

**AWARDS**

**Exemplary:** Yearbooks postmarked November 1 or earlier, containing all required information accurately presented and submitted

with a **correctly completed**

**Yearbook Review Guide**. The Exemplary Award represents outstanding yearbook quality as well as early submission.

**Early Bird:** A yearbook must be postmarked by November 1 or earlier to qualify for Early Bird.