**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.



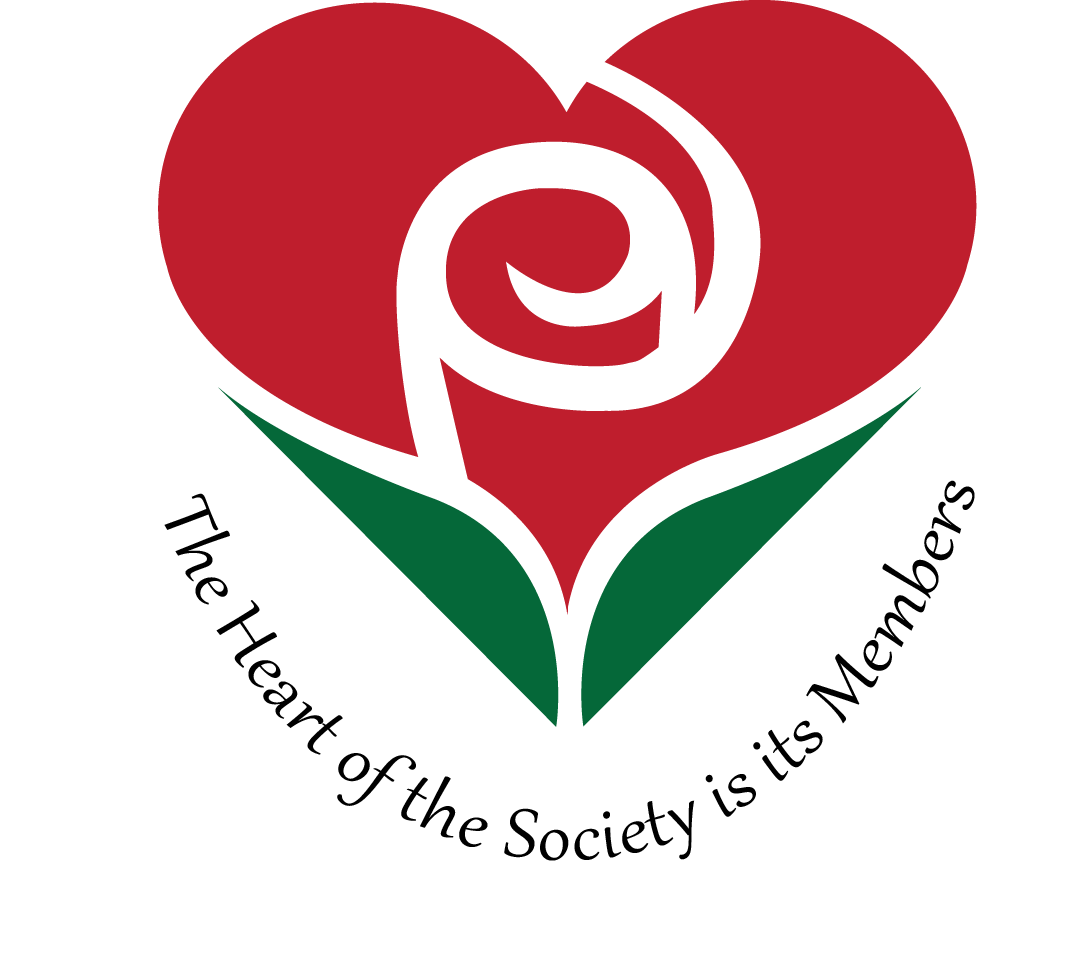


**Texas State Organization**

**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.