

2021 TSO YEARBOOK BREAKOUT SESSION

Referring to the Guidelines:

Information requested at the top of the guidelines pages which includes contact information for the Chapter Yearbook Committee Chair:

All information must be completed and correct for the current chair. Of importance, the email should be current and include the entire address --.com, .aol, .sbcglobal, etc. At times the complete address is missing or if the guidelines are handwritten, the writing is illegible.

Also make sure that the phone number is correct and all ten digits are included.

The TSO yearbook chair cannot contact the chapter chair with an incorrect email address. When this happens, the TSO chair has to find contact information in the membership section of the chapter yearbook.

A **COMPLETED** copy of the Guidelines is enclosed with the chapter yearbook. Check the box, AND enclose the guidelines page with your chapter yearbook whether you send it email or hard copy.

The **key** to this section is the word **completed**. Your document will not and cannot be reviewed without the completed guidelines pages or if the guidelines pages are only partially completed. For example: page numbers for requested items are missing, or contact information is incomplete or missing. You will be asked to resend the guidelines with the missing information supplied so that the committee can review your document. This is a required

component of the yearbook submission. The committee cannot fill in the answers on your empty guidelines page.

Please note the Essential Information Section in this portion of the guidelines. It refers to **what** and **where** you should include your chapter information. Also note that it says to provide page numbers for each of the items listed. Again, use Arabic numerals (1,2,3 etc) not letters—(Ladies x is not a number except in the Roman number system and all of your chapter information **cannot** be found on page x or page ,/ check)

Roman numerals are used to denote the sections of the yearbook. Specific information is required in each section. Pay attention to the request. While adding more information will not detract from your yearbook, sometimes it adds interest. It will not get extra points, but omitted information will result in points subtracted.

I. COVER PAGE

- a. Include legal name of the Society: Not just DKG
- b. Your chapter name and number should be located in the **upper right-hand corner** of the cover page, not centered or under the society name.
- c. Chapter location (by town or county) and Area number
- d. State the years that the yearbook is to be used- make sure this is current; (while we know that typos happen a yearbook submitted for 1920-2021 really isn't what was intended.) **PROOFREAD EVERYTHING!**

II. INTERNATIONAL INFORMATION

- a. Page numbers should indicate the location of material.
- b. Use correct information when referencing officers and directors. DO NOT use NAMES for security.
- c. International address DOES NOT use a P.O. Box-- use the current address (as provided in the guidelines).
- d. Use on-line references provided for officers and directors.
- e. Reference conventions, international conferences, state conventions, with dates and locations or you may reference them online.

III. STATE INFORMATION

- a. Reference current state officers by using dkgtexas.org For security reasons do not use their names or personal addresses.
- b. Current Area Coordinator—include all requested information in Section III, *not* in the membership section.
- c. Use STATE address as presented in guidelines.
- d. Include theme and logo for **current** TSO President – as much as we like some of the past themes and logos, we should honor the current President by using her information in our yearbooks.

IV. ASTE F

- a. Information regarding “What is ASTEF” can be found on the ASTEF tab on the DKG website.

- b. ASTEF directors can also be found on the ASTEF website.
- c. These are two separate items of information and both must be included.

V. CHAPTER

- a. Use yearbook page number –list officers and their offices and include all requested information
- b. Use yearbook page number list committee chair (highlight) and members
- c. Some yearbooks stated duties of committees –this is helpful for chapter members, especially new members, and those members who are changing committees, but not required
- d. Member info should be located in the back of the yearbook with names, addresses, zip codes and email addresses (if applicable) and phone numbers. All information should be included for each member.
- e. Include a page number for this entry: list past chapter presidents with their biennia served
- f. With page number reference: list charter members of chapter and their current status(active, transferred, or deceased) remember do not omit their status of membership

VI. PROGRAMS AND MEETING INFORMATION

- a. Be sure to include date, time and location of each meeting (if all meetings are to be in the same location then this may be noted at the beginning of the page)

- b. Name and give some type of explanation of the chapter project/projects. Some chapters have an ongoing project for the entire year and others do several projects.
- c. Chapter program titles/descriptions
 - 1. List at least 4 programs with page numbers that will denote the seven purposes of DKG. Use an asterisk beside these 4 programs and be sure to note which of the 7 purposes the program addresses.
- d. Identify program in which the Society's Day will be observed. Be sure to include page number
- e. Identify Chapter Birthday Celebration and note page number of program in which it will be observed.

(Most often points are deducted in this section because of the omission of the asterisk and or page numbers and purpose numbers. These are essential components of the meeting section).

- f. Be sure to include "The Delta Kappa Gamma Song" and its page number.