**2025 - 2027 Nominations Application Outline for TSO**

**Elected Finance and Nominations Committees**

Deadline: January 1, 2025. Electronic format preferred.

**The application should include:**

1. Completed responses to all sections of the outline
2. Letter of Endorsement by the applicant’s Executive Board and/or chapter (may be sent separately)
3. Digital image of applicant

**Please Use the Following Outline** when submitting the required information.

1. **Nominee Information**

Name of Nominee (Dr., Miss, Mrs., Ms.)

Complete Address with ZIP code

Telephone numbers: cell, home

Email address

Current Chapter, Area

Date of Initiation / Induction

1. **I am applying for the position of \_\_\_\_\_Finance Committee \_\_\_\_\_Nominations Committee**

3.  **I believe I am qualified for this position because (75 words or less):**

4. **DKG Experience:**

**LIST** all offices, committee appointments and other duties, beginning with the **most** **recent.**

Please be specific with all information, including duties/responsibilities, using a chart format.

**Chapter Year Position Duties/Responsibilities**

**Area Year Position Duties/Responsibilities**

**State Year Position Duties/Responsibilities**

**International Year Position Duties/Responsibilities**

**Astef Year Position Duties/Responsibilities**

1. **Number of Events Attended**
   1. Area Workshops / Regional Area Workshops
   2. State Conventions
   3. International Regionals (odd years)
   4. International Conventions (even years)
2. **Delta Kappa Gamma Awards, Honors, and Scholarships – Begin with most recent**
   1. **Chapter:** year awarded/received, name/title of award, honor, scholarship
   2. **State:** year awarded/received, name/title of award, honor, scholarship
   3. **International:** year awarded/received, name/title of award, honor, scholarship
3. **Academic Background: Begin with most recent**
4. **Professional Educational Experience: Begin with most recent**

**Applicant’s signature (can be electronically signed)**

**Chapter: Date:**

**Submit to:**

**Frances Ziegenhals**

**Email: TSONomChair@gmail.com**

**Any questions, please call 979-533-4276**

**Note: If this nominee is selected for a state level position, she must agree to not disclose this fact to anyone except her immediate family for 24 hours after notification.**

 Helpful Hints for Completing Nominations Application

for TSO Elected Finance and Nominations Committees

1. Review ***TSO Guidelines for State Personnel*** for the responsibilities for the committee for which you are applying. (dkgtexas.org – Resources – Governing Documents)
2. In the TSO Guidelines, read the **General Information for the Finance and Nominations** **Committees**, and review the **Duties and Responsibilities** for those committees.
3. Read the guidelines/criteria of the application in its entirety before you begin.
4. Assemble the required information.
5. Provide all information and documentation requested.
6. Proofread your application; ask another person to read your application.
7. Submit your application with required documentation by **January 1, 2025**.

***If you have not received acknowledgement of your application within 48 hours of submission, please notify the Nominations Committee Chair.***