

## 2018 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.*

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

\_\_\_\_\_ ***Completed copy of 2018 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. Please arrange yearbook sections in Guideline order: I, II, III, IV, V, VI.

#### 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  
**OR reference to online address to locate them**
- \_\_\_\_\_ International Headquarters information  
Mailing: 416 West 12<sup>th</sup> Street, Austin, TX, 78767-1589  
Telephone: 512.478.5748 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 FAX: 972.447.0471 Website: www.dkgtexas.org

- \_\_\_\_\_ Include Theme and logo of Current State President

#### IV. ASTEF Information:

- \_\_\_\_\_ Current ASTEF officers and directors (addresses, phone numbers, emails)  
**OR reference to online address to locate them**
- \_\_\_\_\_ *What is ASTEF?* information page or reference to website address to locate it. This is found on Yearbook Committee page at www.dkgtexas.org .

**Yearbook  
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**V. Chapter Information**

- \_\_\_\_\_ Chapter Officers with addresses, phone numbers and emails (use area codes and zip codes)
- \_\_\_\_\_ 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)

**VI. 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) \_\_\_\_\_
- \_\_\_\_\_ Observance of Society Founders' Day
- \_\_\_\_\_ Observance of Chapter Birthday Celebration
- \_\_\_\_\_ "The Delta Kappa Gamma Song" 416

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

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 [DKGYearbook@aol.com](mailto:DKGYearbook@aol.com) instead of mailing a hardcopy. Please use Chapter Name in the filename. **The Yearbook Guidelines sheet must be included, use Chapter Name in the filename.** Postmark deadlines still apply for awards.

**ONE COPY** of the yearbook should be submitted to each of the following for evaluation.

**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.) **Send complete yearbook. Only** send a hardcopy to the Yearbook Chairman if you **have NOT** used the electronic PDF option. Please write Chapter Name on the outside of the envelope.

**Charlotte Nyman  
19 Amy Lane  
Texarkana, TX 75503**

**Send HARD copies to the following:**

2. **Texas State Organization Headquarters c/o Executive Secretary**  
P.O. Box 797787  
Dallas, Texas 75379-7787  
\*\*Please remove State and International information in order to make the yearbook less bulky for Archives storage.
3. **Your Area Coordinator**
4. **Coordinating Council Chairman (if applicable)**