

## ***Deadlines for Awards***

### ***Early Bird:***

*Yearbooks must be timestamped by November 1 or earlier to qualify for Early Bird.*

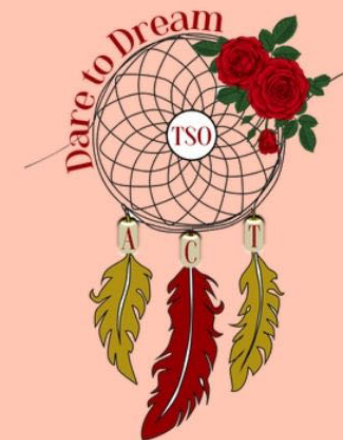
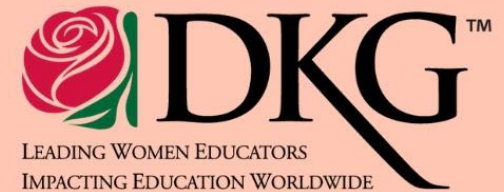
### ***Exemplary:***

*Yearbooks timestamped December 1st or earlier, containing all required information accurately presented and submitted with a correctly completed Yearbook Guidelines form will receive The Exemplary Award. This award represents outstanding yearbook quality.*

## ***Tips for electronic submission:***

- 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!***

## **Texas State Organization**



**Yearbook  
2025-2026**

## Produce an Exemplary Yearbook:

- Include everything on the Yearbook Guidelines Form. There are 30 items to include. This can be found under the Yearbook tab in Committees on the menu bar.

- Enclose the current digital Yearbook Review Guide completely filled out with page numbers along with the copy of your digital yearbook to: [dkgyearbook@gmail.com](mailto:dkgyearbook@gmail.com). Please rename the file with your chapter name for the guidelines document and for the yearbook file.

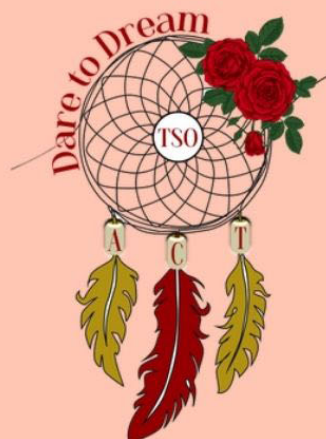
- Encourage members to pay dues early in order to complete and submit yearbook before Early Bird deadline of November 1 and still be accurate.

- 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 timestamp is what counts for the Early Bird and on time awards. November 1<sup>st</sup> is the deadline for Early Bird and December 1<sup>st</sup> is the deadline for regular submission.



**A**spire to create positive change through collaboration, service and leadership opportunities

**C**ultivate growth of members and chapters.

**T**hrive together by fostering a sense of belonging and celebrating success.

Angie Smith  
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Send a hard copy only to:  
Texas State Headquarters  
c/o Executive Secretary  
P.O. Box 797787  
Dallas, TX 75379-7787.

Send a digital copy to State Yearbook Chairman at [dkgyearbook@gmail.com](mailto:dkgyearbook@gmail.com) for evaluation and to your Area Coordinator.

## 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, number and area are in the top right corner of the cover.