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.

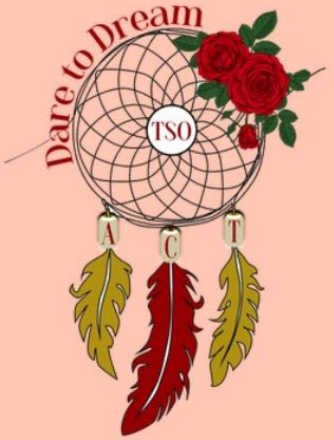
- Make sure your email address will receive emails so that receipt of your yearbook can be acknowledged.

****Make sure you have a current and correct email address listed!*

Texas State Organization

DKG™

LEADING WOMEN EDUCATORS
IMPACTING EDUCATION WORLDWIDE



Yearbook
2026-2027

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. 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 1st is the deadline for Early Bird and December 1st is the deadline for regular submission.

Aspire to create positive change through collaboration, service and leadership opportunities

Cultivate growth of members and chapters.

Thrive together by fostering a sense of belonging and celebrating success.

Angie Smith
Yearbook Chair
dkgyearbook@gmail.com

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 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.