

## 2019 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 2019 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 78701

Telephone: 512-478-5748 Fax: 512-478-3961 Web site: **www.dkg.org**

Society email: **societyexec@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**.

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### V. Chapter Information

- \_\_\_\_\_ Chapter Officers with addresses, phone numbers and emails (use area codes and zip codes)
- \_\_\_\_\_ Committee with chairmen and members
- \_\_\_\_\_ Members' addresses, phone numbers, email addresses (**place directory in the back of the yearbook**)
- \_\_\_\_\_ Past chapter presidents and their 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's Founders' Day
- \_\_\_\_\_ Observance of Chapter Birthday Celebration
- \_\_\_\_\_ "The Delta Kappa Gamma Song" 416

**DEADLINE: December 1 (must be postmarked by Dec. 1)**

**EARLY BIRD: November 1 (must be postmarked by Nov. 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 Chair at: [DKGYearbook@aol.com](mailto:DKGYearbook@aol.com) instead of mailing a hard copy. Please use Chapter Name in the file name. **The Yearbook Guidelines sheet must be included, use Chapter Name in the file name.** Postmark deadlines still apply for awards.

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

**Please do not send folders or notebooks.** You may use a strong clip or tie the pages together.

1. **Yearbook Chairman** (Include completed yearbook guideline sheet with correct page numbers for each item as found.)  
**Send complete yearbook. Only** send a hard copy to the Yearbook Committee Chairman if you **have NOT** used the electronic PDF option. Please write chapter name on the outside of the envelope.

**Betty Hill  
P.O. Box 504  
East Bernard, TX 77435**

**Send HARD copies to the following:**

2. **Alpha State Headquarters c/o Executive Secretary**  
P.O. Box 797787  
Dallas, TX 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)**