

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 12th 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 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. **Texas State Organization Headquarters % 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)**