

2021-2022 YEARBOOK GUIDELINES

Chapter Name: _____ 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, 2021

On time **postmarked** by December 1, 2021

Completed copy of 2021 Yearbook Guidelines enclosed with 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 should be referenced on line at:
_____ http://www.dkg.org/DKGMember/About_us/
_____ [Administrative_Board/DKGMember/about_us/
http://www.dkg.org/DKGAdministrativeBoardMembers/about_us/](http://www.dkg.org/DKGAdministrativeBoardMembers/about_us/)
Do not add names just list the website.

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 by referencing on line at: **dkgtexas.org**
- _____ Your Chapter's Current Area Coordinator (address, phone number, email)
- _____ Coordinating Council Information if applicable for your chapter (chairman, address, phone number, e-mail address)
- _____ 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 by referencing on line: **ASTEF.org**
- _____ *What is ASTEF?* Information page or reference to website address to locate it. This is found on Yearbook Committee page at **www.dkgtexas.org**.

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"

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.

Dawn Houy

P.O. Box 375

Fort Davis, TX 79734

Send HARD copies to the following:

1. **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.

2. **Your Area Coordinator**
3. **Coordinating Council Chairman (if applicable)**