**2020-2021 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 2020 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 should be referenced on line at:

 <http://www.dkg.org/DKGMember/About_us/>

 Administrative\_Board/DKGMember/about\_us/

 Administrative\_Board.aspx?hkey=73dc50ac-ddf4427f-87dc-a8ec0da6f936

 **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**](http://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: **dkgtexas.org**

      **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**](http://www.dkgtexas.org)

      Include Theme and logo of Current State President

**2020-2021 Yearbook**

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**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.

 **Betty Hill**

 **P.O. Box 504**

 **East Bernard, TX 77435**

 **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.

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