

2023 – 2024 YEARBOOK GUIDELINES

Chapter _____ Chapter Number _____ Area _____
Chapter Yearbook Committee Chair _____
Address _____ City _____ Zip _____
Telephone _____ Email _____

Upon receipt of your yearbook, the committee will send an email for your records.

DEADLINES: EarlyBird Award **postmarked** by November 1

On time **postmarked** by December 1

Completed copy of 2023 Yearbook Guidelines enclosed with chapter yearbook

Essential information that is to be included in Chapter Yearbook:

Please complete the Yearbook Guide by providing **page numbers** to 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 online at:
<http://www/dkg.org/DKGMember/About.us/> Do not add names – Just list the website.

International Headquarters Information

- _____ Mailing: 12710 Research Blvd., Ste. 230, Austin, TX 78759
- _____ Telephone: 512-478-5748 FAX: 512-478-3961 Website: www.dkg.org
- _____ Society email: https://www.dkg.org/DKGMember/Contact_Us
- _____ 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 online: dkgtexas.org
- _____ Your chapter's current Area Coordinator (addresses, phone number, email)
- _____ Coordinating Council Information if applicable for your chapter (chairman, address, phone number, email)

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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
- _____ Theme and logo of Current State President

IV. ASTEF Information:

- _____ Current ASTEF officers and directors by referencing online: www.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)
- _____ Committees with chairmen and members
- _____ Member's 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 Purpose(s).
- _____ 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*)

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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@gmail.com instead of mailing a hard copy. Please use Chapter Name in the file name. **The Yearbook Guidelines sheet(s) must be included, use Chapter Name in the file name as well.** 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 if you **have NOT** used the electronic PDF option. Please write chapter name on the outside of the envelope.

**Alicia Bergeron
11392 Dawn Beach Lane
Conroe, TX 77304**

Send Hard copies to the following:

1. **Texas 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)**