

Produce an Exemplary Yearbook:

- Include everything on the Yearbook Guidelines - the only things that can be left out of the copy sent to the yearbook chairman for judging are items labeled optional.
- Enclose the current Yearbook Review Guide completely filled out **with page numbers** with the copy of your yearbook being sent to Alpha State Yearbook Chairman.
- Encourage members to pay dues early in order to complete and submit yearbook before Early Bird deadline of November 1 and **still be accurate**.
- Be sure to obtain current State and International Society information sent to your chapter president at the end of summer in the President's Kit.
- Indicate in your yearbook when your chapter celebrates your chapter's birthday and also indicate when you celebrate Founders 'Day of the Society.
- Proofread your yearbook before printing or distributing.
- The postmark is what counts for the Early Bird and on time awards. The means of delivery or the date received do not count.



Save Money:

- Streamline the number of pages by using reference to online address where International and State Officers and Personnel can be located instead of listing all of them. www.dkgtexas.org
- Put in a folder instead of binding.
- Consider distributing yearbooks to members in electronic format; and submitting electronically to the state Yearbook Chairman for evaluation.
- Make extra copies to have on hand as new members are initiated.
- Do not send pages in binders to state personnel. Clip or tie pages together.

Copies of your yearbook sent to Texas State Headquarters and Area Coordinator MUST be in hard copy. Send a hard copy to State Yearbook Chairman only if you have NOT sent an electronic version.

Let's Get Started:

- Organize your yearbook in three sections: International, Alpha State, and Chapter.
- Begin now to edit pages that are almost the same as last year.
- The four required program purposes refer to the seven purposes of the Society.

For yearbook copy sent to Archives at Texas State Headquarters Only:

- Consider removing State and International information pages in order to make the yearbook less bulky for archives storage
- Be sure your chapter's name and number are in the top right hand corner of the cover.



DEADLINES

Early Bird: Postmarked
November 1 or before

On Time: Postmarked
December 1 or before

AWARDS

Exemplary:

Yearbooks postmarked
November 1 or earlier,
containing all required
information accurately
presented and submitted
with a **correctly completed
Yearbook Review Guide**.
The Exemplary Award
represents outstanding
yearbook quality as well as
early submission.

Early Bird:

A yearbook must be
postmarked by November 1
or earlier to qualify for
Early Bird.



Tips for electronic submission of Yearbook:

- Only submit Yearbook once-
make sure it is correct
before sending.
- Include name of Chapter in
subject line of email when
submitting.
- Make one PDF file of
yearbook -not multiple files
- Don't make changes in
Guidelines form, use
interactive form on the state
website.
- Make sure your email
address will receive emails
so that receipt of your
yearbook can be
acknowledged.

*****Make sure you have a
current and correct email
address listed!!!**

Texas State Organization

The Delta Kappa Gamma Society International



Yearbook

2019 - 2021