

### **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](http://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  
2023 - 2024