

## Chapter Yearbook Guide

The chapter yearbook can be a vital link between the member and her active involvement in the chapter. Chapters may produce an annual yearbook or one each biennium, updating program information, addresses and leadership positions each year.

The chapter yearbook provides information about programs and projects of the chapter listed chronologically month by month. It also serves as a directory of information about members and the Society including future dates and events that should be of interest to members.

Each chapter yearbook reflects the personality and priorities of the chapter and serves as a reference book for chapter members. The following guide may be helpful in designing yearbooks.

### Cover or Title Page Information

- Legal name of the Society: The Delta Kappa Gamma Society International
- Chapter name/chapter number/chapter location
- Date of chartering of chapter (location optional)
- Name(s) of sponsoring chapter(s) or individual(s) (optional)
- Geographic and Greek state organization name
- Year(s) for which the yearbook is to be used

### International and State Organization Information

- List of International Founders and list of State Founders
- Current International Administrative Board with addresses, telephones, fax and e-mail
- International Headquarters administrative staff with addresses, telephones, fax and e-mail
- Current state officers/committee chairs with addresses, telephones, e-mail
- International and state website addresses
- Dates of future international, regional and state organization meetings
- Deadlines for applying for Society scholarships, seminars, stipends with instructions as to where to get application forms

### Chapter Information

- Chapter officers with addresses, phone, e-mail
- Committee chairs and members
- Chapter website address

### Program/Meeting Information

- State organization or chapter project information
- Titles, descriptions of chapter programs and non-program events and activities
- Date, time, location of chapter meetings and chapter Executive Board meetings
- Date, time, location of coordinating council meeting (if applicable)
- Hostesses and other special assignments for chapter meetings
- *The Delta Kappa Gamma Song*

### Historic Information

- Chapter charter members

- Past chapter members/presidents
- Deceased chapter members
- Chapter members who have received chapter, state, international awards
- Achievement awardees
- Scholarship, grants, stipends

**Other Optional Information**

- “Telephone Tree or Email ” communication chain
- Chapter Rules with dates for revision and review
- Honorary Members
- Memorial/tribute of past members
- Members for 25, 40, 50, 60 years service
- Chapter history/State history

**The above information could be listed on the chapter website in addition to, or in lieu of, a printed yearbook provided member’s permission is on file.**

**Chapter Member Directory**

- Member information: Name, address, telephone, e-mail, ID Number
- Professional position, title and place of work
- Membership status: Active, reserve, honorary
- Year of initiation for each member
- Optional information about members
- Birthdays
- Photographs