**ALPHA EPSILON STATEGOLDEN KEY REQUIREMENTS 2016-18**

Chapters receiving the Golden Key, Honors, or Honorable Mention designation have worked hard throughout the president’s biennium and have a feeling of pride and accomplishment as they are honored. The certificates will be presented at the Honors Breakfast at the Alpha Epsilon State Convention.To receive one of the awards, all key points must be met. These points are as follows: 1. Chapter yearbooks must be mailed to the state president, Educational Excellence

 Chairman and state chapter liaison by November 1st.

 2. The appropriate chapter reports must be filed with the state counterparts by February 1st. 3. The chapter must have been represented at the two state executive board meetings by the chapter president or her designee. 4. There must have been at least two chapter executive board meetings during the year. 5. Reports and informative handouts must have been channeled to chapter members and officers through the president. 6. An International Educational Excellence project (Schools for Africa and/or Support for Early Career Educators) must have been used in chapter program planning. It should be evidenced in the chapter yearbook.In addition to the six required key points, polish points must be earned. For Golden Key designation, all 7 polish points; for Honor, 4-5 polish points; for Honorable Mention, 0-3 polish points. These polish points are as follows: 1. The chapter must have been represented at the State Convention/Conference with someone besides a state officer/committee chairman and the chapter president. 2. The chapter must have been represented at the International Convention or a Regional Conference by someone other than a state officer/committee chairman. 3. The chapter must publish at least four newsletters yearly with a copy of each issue being mailed to the editor of *The Hoosier Newsette*, the State President, and the State Communications/Publicity Committee Chairman. 4. A minimum of the five chapter meetings must be held each year. 5. The chapter must hold an orientation session for chapter initiates prior to the initiation ceremony. 6. To ensure strong, properly trained officers to continue the work of DKG, the chapter must have representation at five (5) of the six (6) sessions offered at the June Committee Chairmen/Officer Training Session (CCOT) held at the **end** of the biennium for which the Golden Key application is being made.**The last task**

 **of the outgoing president is to see that the incoming officers are attending.** 7. The chapter must have a service project which furthers at least one of the Purposes of the Society.An application must be completed as the president’s biennium is ending and submitted to the State Membership Chairman with a postmark no later than June 30, 2018 in order for the chapter to be considered for a certificate.