

**Delta Kappa Gamma Society International
Louisiana State Organization
2019-2020 Key Chapter
February 1, 2019-January 31, 2020**

Award Levels
Golden Key Chapter: 44-54 pts
Silver Key Chapter: 33-43 pts
Bronze Key Chapter: 22-32 pts

Chapter Name:	District:	Date of Report:
Chapter President's Name:		E-Mail Address:
I submit the following information as a true and accurate inventory of my chapter.		Chapter President's Signature:

DEADLINE is: February 1, 2020 Must be postmarked no later than February 1, 2020

Mail completed form to **Kathy Welch, State Recording Secretary, 22423 Fairway View Drive, Zachary, LA 70791 (225) 931-0991**
or Email to ladkgsecretary@gmail.com

Secretary will send you a confirmation within 48 hours of receiving your form; if you do not get a confirmation, please contact the secretary.

NOTE: BIENNIUM refers to Chapter President's biennium.

Forms, Reports, and Yearbooks Submitted (To be verified by State Representative) **Mark items submitted and by given deadline.**

- 1. 2018-2020 Chapter Officers List submitted by **April 20** to State Executive Secretary.
- 2. Officers attended the State Chapter Officer Leadership Training in **June** (at the beginning of a biennium) (At least one officer in attendance)
- 3. Form 15 (Annual Report of Chapter) accurately completed and submitted by **July 10** to State Treasurer.
- 4. A copy of the IRS Form 990N (e-postcard) submitted by **July 10** to State Treasurer.
- 5. Rosebud Nomination submitted by **September 15** to 2nd Vice President.
- 6. Rose in Bloom Nomination submitted by **September 15** to 2nd Vice President.
- 7. Golden Rose Form submitted by **September 15** to 2nd Vice President.
- 8. 25/50 Member Form submitted by **September 15** to 2nd Vice President.
- 9. Dues and fees accurately completed and submitted by **June 30**.
- 10. Chapter yearbook submitted by **November 15** to 1st Vice President (6 hard copies or 1 electronic).
- 11. Chapter nominated an individual for the State Achievement Award submitted by **January 15** to State Achievement Award Chairman.
- 12. Form 2 (State Necrology Annual Report) submitted by **February 1** to 2nd Vice President.

Mark all of the items below that your chapter accomplished.

Membership: To broaden the membership base, to retain members, to encourage active membership.

- 1. Chapter increased membership by 10% through induction of new members or reinstatement of a member who has been inactive for at least one year.
- 2. Chapter held an orientation and welcome program for new members.
- 3. Members participated in a reorientation during the past two years.
- 4. Chapter sent a theme basket to the most recent state convention.
- 5. Officers and committee chairmen met to plan programs for the year.
- 6. New chapter committees met at the beginning of the biennium to inform members of their duties.
- 7. Chapter used written or electronic reminders or a telephone committee to increase participation.
- 8. At least 10% of chapter members attended the most recent district meeting.
- 9. Chapter brought a "First-timer" to its most recent district meeting.
- 10. At least 10% of chapter members attended the most recent Louisiana State Convention.
- 11. Chapter had a "First-timer" attend the most recent Louisiana State Convention.
- 12. Chapter had at least one member attend an International Conference (odd year) or International Convention (even year) this past summer.
- 13. Chapter had a "First-timer" attend the most recent International Conference (odd year) or International Convention (even year) this past summer.

Communication/Publication: To inform the membership at the chapter, state, and international levels, to promote cohesiveness among the three levels of the Society, to create quality Society publications at all levels, and to utilize technology at all levels.

- 1. At least one meeting this biennium included an official state representative.
- 2. Chapter reviewed or discussed at least two articles from the *Bulletin* (journal or magazine), *DKG News*, www.dkg.org, or the *Deltion* at a chapter meeting.
- 3. Chapter keeps up-to-date historical records of the chapter's work.
- 4. Chapter submitted information about chapter and member activities and accomplishments to the *Deltion* editor.
- 5. Chapter submitted newsletters to the following people: State President, *Deltion* editor, State Communications Committee Chairman, your district representative on the State Communications Committee, your District Director, and the State Executive Secretary. (A minimum of 3 issues each year, beginning February 1 to January 31 the next year, is required.) Check state website for Newsletter Award Guidelines.
- 6. Notified State Communications Chairman of webpage linked to International and/or dedicated social media account (Facebook, Twitter, Instagram, etc.)
- 7. Chapter has computerized at least one aspect of our operations, such as membership records, newsletters, or the yearbook.

Public Relations: To identify the Society as an organization of "key women educators" who represent all ages and areas of educational work who are committed to the improvement of education and to increase awareness of the Society locally, regionally, and globally.

- 1. At least one article, picture of chapter activities, or outstanding accomplishments of chapter members has appeared in newsletters, in local or on-line media since February 1.
- 2. Chapter awarded a grant-in-aid or honorarium to a non-member this year.
- 3. Chapter recognized non-member women educators for outstanding service/accomplishments.
- 4. Chapter participated in a public outreach project by providing educational assistance and/or volunteer service to the community.
- 5. Chapter submitted a Fleur de Lis project application to Personal Growth and Services Chairman by January 15.

Educational Excellence: To maximize each member's involvement in programs, projects, and educational services at all levels, to encourage member study and/or research relating to innovations in education, technology, and other areas of specialization, and to promote leadership through information exchange.

- 1. The chapter planned a calendar which integrated all aspects of Educational Excellence (Personal Growth, Professional Affairs, Global Awareness, Legislative, Research, Music) in projects, activities, and programs.
- 2. Chapter had at least four regularly scheduled meetings this year.
- 3. Chapter submitted a contribution to this year's International World Fellowship Fund by January 15.
- 4. Chapter participated in at least one literacy/numeracy project.
- 5. Chapter contributed at least \$20.00 to the State Literacy/Numeracy Fund by January 15.
- 6. Chapter contributed to this year's State Florence Amy Emergency Fund by January 15.
- 7. Chapter informed members about state and international scholarships, study stipends, seminars, and other enrichment programs and the application deadlines.
- 8. One or more of our chapter members applied for a DKG scholarship, special stipend, or grant at any society level.
- 9. One or more of chapter members serves on a state committee or as a state officer.
- 10. One or more of our members presented a proposal for a workshop for a district meeting, state, or international convention/conference.
- 11. One or more of our chapter members applied to attend DKG IGNITE(LMS) or Bea Davis Leadership Training Seminar.
- 12. Chapter reviewed the 2019 Educator's Award book winner, *Ghosts in the Schoolyard* by Eve Ewing or an Honorable Mention, *My Parent's Keeper* by Jody Gastfriend or *What Successful Teachers Do* by Mary C. Clement at a chapter meeting or in a newsletter.
- 13. Chapter participated in at least one International Project (SFA and/or Support Early Career Educators).

Society Structure and Purposes: To examine structural components of the Society at all levels with regard to relevance, complexity, and financial ramifications and to inspire each member to renew her commitment to the purposes of the Society.

- 1. Chapter reviewed the organizational structure of the Society with members at least once this biennium.
- 2. Chapter reviewed and discussed the Constitution, Bylaws, or Standing Rules at least once this biennium and updated Chapter Rules as needed.
- 3. Chapter spotlighted the seven purposes at chapter meetings either individually or as a program during the year.
- 4. Chapter made the Mission Statement of the Society evident in yearbooks, newsletters, press releases, and was reviewed at a chapter meeting.
- 5. Chapter participated in a Recommitment Ceremony for members this biennium.
- 6. Chapter has sponsored at least one specific project during this biennium that related to one or more of the seven purposes.

Official use only. Do not write in the below area.

Total Points:	Award Level:
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