

ALPHA DELTA KAPPA

MEMBERSHIP DEVELOPMENT MANUAL



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MISSION STATEMENT

Alpha Delta Kappa is an international honorary organization of women educators dedicated to educational excellence, altruism and world understanding.

Purposes

- To give recognition to outstanding women educators.
- To build a fraternal fellowship among women in the field of education which will add to their effectiveness in the promotion of excellence in education.
- To promote high standards of education and thereby strengthen the status and advancement of the education profession.
- To promote educational and charitable projects and activities, to sponsor scholarships, to further and maintain worthy standards in the field of education and to cooperate with worthy community programs relating to education and charities.
- To contribute to world understanding, goodwill, and peace through an international fellowship of women educators united in the ideals of education.

Membership Benefits

- Friendship, support and association with professional peers
- Honor and recognition of professional achievement
- Professional and personal growth and development opportunities
- Informative publications and peer-reviewed publication opportunities
- Leadership development opportunities and training
- Extensive members-only website
- Scholarship and travel opportunities
- Group insurance programs

In the past two years alone, Alpha Delta Kappa members have given nearly 12 million dollars in monetary and other gifts, nearly 2 million dollars in scholarships and have provided more than 2 million hours of volunteer service to their communities. Opportunities for professional and personal networking abound in Alpha Delta Kappa. From state/provincial/national conventions and regional conferences every even-numbered year to International conventions every odd-numbered year, talented women educators gather to share ideas, fellowship, recognition and support. Alpha Delta Kappa conferences and conventions feature informative and inspirational seminars by some of the most effective and renowned speakers.

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INTRODUCTION

This manual was originally created under the direction of the Focus on Membership Committee as an integral part of Alpha Delta Kappa's Membership Development Plan. Membership Development is inclusive of all levels—chapter, state/provincial/national, regional and International. Designed to assist you with development and implementation of your membership efforts, this manual provides information on the four key elements of membership development . . . recruitment, retention, reinstatement and revitalization.



Important information has been gathered that is designed to assist you with your membership development activities, including statistical information, surveys of current member wants and needs, goal development, and a plan for providing membership training for leaders of each chapter. This and other information is provided within this manual that will help Membership Teams as they work to meet the goal of Positive Net Growth that will sustain our organization.

In preparing this manual, we not only provided information on Alpha Delta Kappa activities and resources, but also included excerpts from the Membership Director's Manual, published by the American Society of Association Executives. It is believed that this combination provides the broadest overview of the ingredients necessary for successful membership development efforts.

In order to ensure that this manual remains a valuable resource for chapters, periodic updates will be provided by the International Membership Committee which was established as an International standing committee in July 1993. The manual has been revised multiple times and will continue to be reviewed each biennium and updated when appropriate. When an update is available, it will be posted on the International website and available to be downloaded. S/P/N membership teams will be notified by email. If this is done, you will have a living document to pass on to the next membership chairman.

We sincerely hope you will find this manual helpful in directing your chapter's membership activities.

Your International Membership Committee

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Based on experiences of more than 65 years, it has become apparent that for chapters to remain viable, they must through the years initiate new members.

Therefore, Headquarters monitors two chapter-profile criteria to determine the long-term viability of chapters. These criteria are the number of members in the chapter and the number of members in the chapter who are actively engaged in education.

For a chapter to be considered capable of sustaining itself and developing as an active chapter, it is important that all chapters have:



MORE THAN 15 MEMBERS



**MORE THAN 50% OF MEMBERS ENGAGED/EMPLOYED
IN EDUCATION; THEREFORE, IN CONTACT WITH OTHER
EDUCATORS FROM WHICH THEY MAY RECRUIT NEW
MEMBERS**

SECTION I • MEMBERSHIP DEVELOPMENT

DEFINITION:

Membership development is the ongoing process by which we identify and attract quality educators while retaining current members.

To accomplish this, we must be guided by the changing needs of our current, former and prospective members and motivated to find innovative ways to address these very real needs. Membership development means promoting the benefits of Alpha Delta Kappa membership in terms that are meaningful to the prospective member while continuing to keep current members aware on the many benefits of membership.

Alpha Delta Kappa's membership selection procedure has not changed. The processes have simply been more clearly delineated and supported by professional membership marketing materials, techniques, and trained personnel so that membership development (recruitment and retention) efforts will be more effective and become the responsibility of every Alpha Delta Kappa member.

Chapter presidents and membership chairmen are urged to study the Membership Development Manual (MDM). It contains five very important planning tools — the Chapter Needs Assessment; the Member Needs Assessment; the Chapter Self-Assessment; the Chapter Member Profile Summary and the Chapter Membership Development Checklist. Use the information from these tools to complete the Chapter Needs Assessment for your chapter.

These tools will help you to know your members better and to understand their needs so that you can then develop innovative programs and activities that will address these very real needs.

Recruitment and retention are so important to our future. For many years, Alpha Delta Kappa lost more members than it initiated. To stem this tide, we must believe and practice the very basic membership principle — Members who are welcomed, informed, advised, involved and recognized and who feel the organization is benefitting the teaching profession will renew their membership year after year.

Membership development is everyone's responsibility.

We, and only we, are responsible for the future of Alpha Delta Kappa.

Alpha Delta Kappa

International Membership Committee

MISSION STATEMENT:

The International Membership Committee shall coordinate and promote an on-going membership program designed to increase membership development skills at the chapter, state, provincial and national levels.

GOALS AND OBJECTIVES:

- I. To continue an emphasis on effective procedures that include the entire membership.
 - A. Promote and use the Responsibilities of the Membership Team chart (see diagram on p. 5).
 - B. Continue to update the Membership Development Manual.
 - C. Compose articles for the “Membership Corner” in the **KAPPAN**.
 - D. Share successful membership ideas through presentations at all levels and by publishing articles in regional newsletters, which can also be included in S/P/N newsletters.
 - E. Evaluate and relate current demographics and trends relative to membership needs.
 - F. Prepare membership reports for the Executive Board, International Chapter, and International Convention. Send copies of these reports to S/P/N presidents, presidents-elect, immediate past presidents, membership consultants, and other membership team members where applicable.
 - G. Communicate quarterly with S/P/N membership team through newsletters, reports, and personal communication.
- II. To promote chapter revitalization to include recruitment and a focus on retention of quality members.
 - A. Provide the training of the S/P/N membership team.
 - B. Plan and conduct seminars at regional conferences and International Conventions.
 - C. Review and revise existing membership development materials as needed.
 - D. Provide recruitment strategies for a comprehensive orientation for new members.
 - E. Provide retention strategies to increase chapter effectiveness, including the streamlining of responsibilities.
 - F. Conduct ongoing studies of why chapters disband and members resign.

G. Conduct ongoing studies based on Chapter Needs Assessments and S/P/N Membership Consultant Report to evaluate and address membership concerns and procedures.

III. To promote the rededication of each member to the purposes of Alpha Delta Kappa.

A. Encourage personal commitment.

B. Promote the role of each individual in developing fraternal fellowship.

IV. To promote membership recognition.

A. Implement and evaluate achievement awards.

B. Recognize exemplary chapters and/or members.

C. Develop appropriate recognition strategies to reinforce positive membership development activities.

V. To provide membership development continuity at all levels.

A. Provide assistance as leadership changes occur.

B. Assist/mentor chapter membership chairmen, S/P/N presidents and S/P/N membership consultants.

C. Compile and utilize an ongoing record of membership activities.

RESPONSIBILITIES OF THE MEMBERSHIP TEAM

CHAPTER TEAM:

Chapter Membership Chairman, Chapter President, Chapter Members:

- Assess needs with chapter members (surveys)
- Complete Chapter Needs Assessment (CNA)
- CMC sends CNA to S/P/N Membership Consultant & RMC postmarked or submitted online by Oct. 1 in even-numbered year
- CMC sends update of CNA to S/P/N Membership Consultant & RMC postmarked or submitted online by Oct. 1 in odd-numbered year
- Implement plan and report to chapter
- Communicate membership development information to chapter
- Assess effectiveness of plan and revise as needed
- Assist in preparing and check to see that the Annual Program Award Form has been submitted by Sept 10, deadline to the Regional International Vice President

S/P/N TEAM:

S/P/N Membership Consultant, S/P/N President, S/P/N President-Elect, Immediate Past S/P/N President:

- Mentor Chapter Membership Chairmen
- Plan for New Chapter Development in underserved areas of the S/P/N
- Submit to RMC by Oct 7 a list of all chapters submitting CNA on time
- Communicate with all chapters regarding needs found
- Be available to assist chapter via telephone/email, visits, etc., as needed
- Report to S/P/N Membership Team concerns and successes of individual chapters
- Keep RMC aware of chapter concerns and successes
- Complete S/P/N membership report and submit to RMC online or by mail by Dec 31 and June 30
- Publicize State/Provincial/ National and International Membership Campaign(s) annually

REGIONAL TEAM:

Regional Membership Consultant and International Vice President of Region:

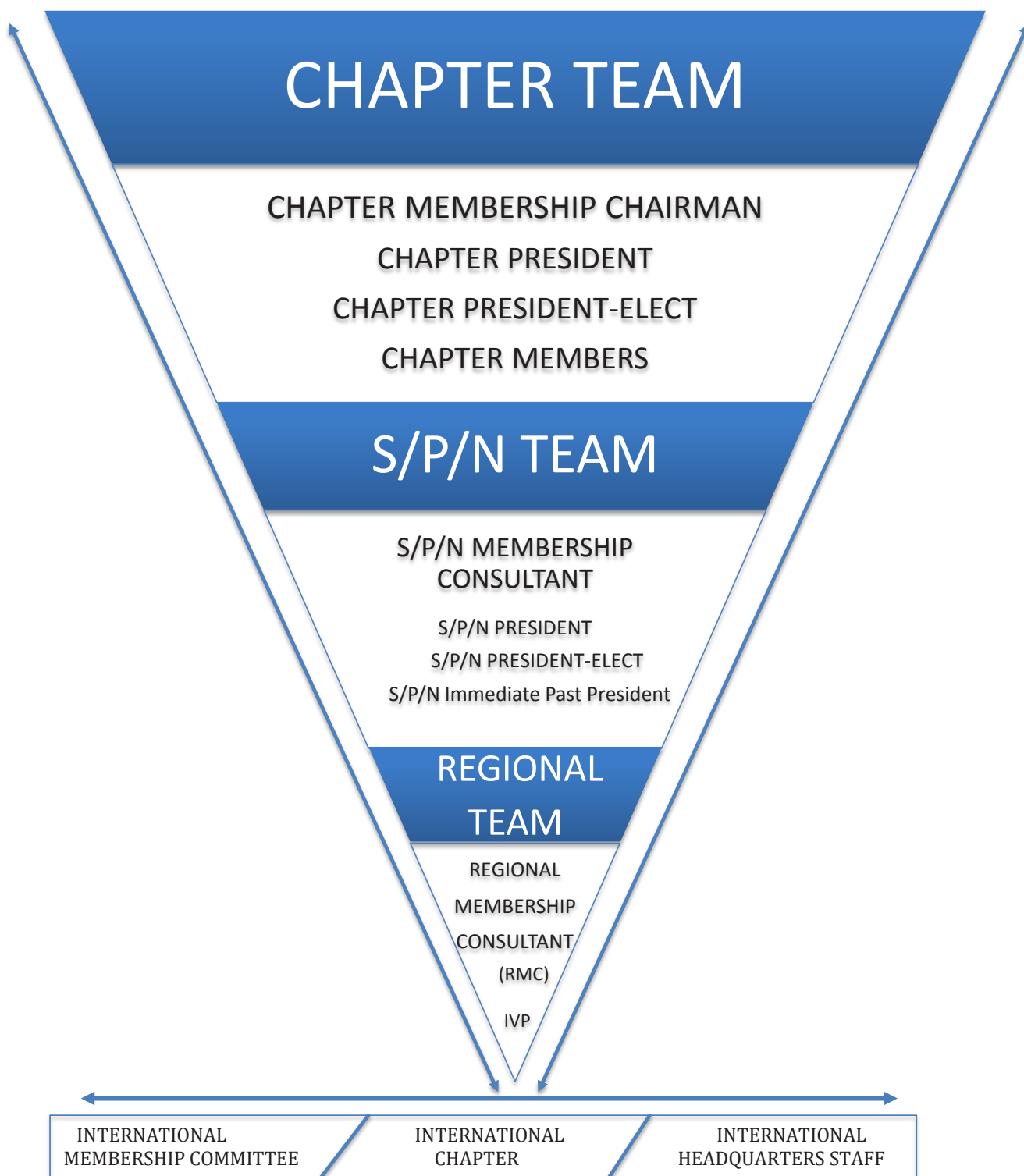
- Mentor S/P/N Membership Consultants
- Monitor S/P/N teams and CNAs
- Record CNA dates, coordinate with S/P/N Membership Consultants
- Submit S/P/N CNA reports to HQ by Nov. 1 deadline
- Provide resources and feedback as indicated by CNA analysis
- Provide December, March and June membership statistics; communicate with each S/P/N to provide support
- Prepare summary of S/P/N needs and concerns for IMC
- Conduct membership seminar and workshop at Regional Conference and International Convention
- Communicate through newsletters, websites, social media, personal contacts, emails, etc.
- Review pending lists and contact S/P/N president to verify that the initiation has occurred and that the H-133, Report of Initiation, has been submitted to HQ

INTERNATIONAL TEAM:

International Chapter, International Membership Committee, International Headquarters

- Provide ongoing support of membership development at all levels
- Develop international membership goals/assess annually
- IVP Membership Mentors RMCs and IVPs
- Plan training sessions with regional membership consultants

MEMBERSHIP FOR SUCCESS



The S/P/N Membership Consultant

by Ivette Bender, 2005-2007 International Vice President for Membership



The State/Provincial/National (S/P/N) Membership Consultant is a vital partner and leader in her state, province, or nation. Many S/P/Ns have already decided that this position is so important to their organization that this has become an elected position, not an appointed position.

Some of the rationale for the S/P/N Membership Consultant position being an elected office follow:

- Membership will determine the strength of Alpha Delta Kappa in the future.
 - An elected member has voting rights on an S/P/N executive board.
 - An elected member is an active member of the executive board, not only an advisor . . .
- Membership affects all of us and is all members' responsibility, therefore, a member has a voice through casting a vote in an election for the S/P/N Membership Consultant.

What is the role of the Membership Consultant? The Alpha Delta Kappa Membership Manual contains an S/P/N Membership Consultant's Guide. This contains a month by month description of the tasks a Membership Consultant could attend to. This could also be used as a guide for developing a job description for one's own S/P/N Membership Consultant job description. Some of the duties could include:

- Establish and train mentors/liaisons for Chapter Membership Chairmen
- Keep the Membership Development Manual current and notify chapter membership chairmen to do the same.
- Monitor Chapters' progress on Chapter Needs Assessments
- Provide feedback on Chapter Needs Assessments
- Develop the S/P/N Action Plan to be approved by the S/P/N Executive Board
- Analyze membership statistics provided from Headquarters noting chapter balance
- Communicate with chapters to provide support where needed
- Present membership reports and updates at S/P/N executive board meetings, conferences/conventions
- Discuss potential new chapter development with S/P/N Membership Team
- Celebrate membership successes
- Write a membership article for the S/P/N newsletter
- Facilitate training and provide resources for Chapter Needs Assessments.
- Monitor the S/P/N Membership Team as they work with individual chapters.
- Communicate with Regional Membership Consultant
- Attend Membership training and workshops at regional conference and International Convention

The Membership Consultant is a very important member of the S/P/N Membership Team. This has been identified and addressed at the International level by establishing the elected office of International Vice President for Membership.

STATE/PROVINCIAL/NATIONAL MEMBERSHIP CONSULTANTS' SCHEDULE OF DUTIES



June /July	Contact chapter membership chairmen to remind them to that the completed Chapter Needs Assessment (CNA) for EVEN/ ODD-numbered year years is to be mailed or emailed to the S/P/N membership consultant (S/P/N MC) and the regional membership consultant (RMC) by Oct. 1. • Use the S/P/N newsletter as an additional tool to inform chapter presidents and chapter membership chairmen of CNA information. If a S/P/N has district leaders, enlist them to assist the CP and CMC and encourage them as they complete and submit their CNAs.
Aug/Sept	Contact chapter membership chairmen for whom you have not received their CNA, reminding them to complete the form and submit it as described in June/July above. Update and submit by November 1 for odd years. Respond to each sender of the CNA with a thank you and confirm upon receipt that their chapter's CNA has been received by the S/P/N membership consultant (SMC).
September	Monitor chapter's progress on Chapter Needs Assessment. Record CNA receipt by chapters, copy and submit to RMC as they arrive. Include mentors/liaisons in the process.
October	Continue to record CNAs. Submit lists of chapters and dates received to RMC of those received or are postmarked by Oct 1. Coordinate with RMC if lists are not the same. Analyze reports to identify strengths and needs to be addressed.
November	Submit to Headquarters by November 1 a list of all chapters submitting CNA on time. Identify and communicate with chapters that need support. Recognize those chapters with positive statistics and ideas.
December	Analyze membership statistics from the regional membership consultant, noting positive net growth, retention rate, forms completed, etc. Identify and communicate with chapters needing support. Recognize those chapters with positive statistics, review pending list and contact chapter if needed. Develop S/P/N membership consultant's report to be submitted to Regional membership consultant by December 31.
January	Identify resources, provide training, provide feedback on Chapter Needs Assessments.
March	Analyze membership statistics from the regional membership consultant, noting positive net growth, retention rate, forms completed, etc. Identify and communicate with chapters that need support. Recognize those chapters with positive statistics. Review pending list and contact chapter if needed.
May	Complete S/P/N membership consultant Report and submit June 30 each year to regional membership consultant.
June	Analyze membership statistics from the regional membership consultant, noting positive net growth, retention rate, forms completed, etc. Identify and communicate with chapters that need support. Recognize those chapters with positive statistics. Review pending list and contact chapter if needed. Prepare chapter concerns and successes for regional seminar/ membership workshops as requested.
July	Deliver chapter concerns and successes for regional seminar/membership workshops/ International Convention as requested.
Ongoing	Report to S/P/N Membership Team and Executive Board.



Chapter Needs Assessment Information for the State/Provincial/National Membership Consultants and the Regional Membership Consultants

Each chapter in every State/Province/Nation (S/P/N) will

- complete the Chapter Needs Assessment (CNA). The first year of the biennium the EVEN-Numbered Year Assessment will be completed and the second year of the biennium the ODD-Numbered Year Assessment will be completed.
- email/send a copy of the CNA to their S/P/N membership consultant AND their regional membership consultant (RMC) by October 1 each year of the biennium.

Purpose: These assessments are diagnostic tools that can be used to help determine a chapter's areas of strength and areas of concern. The assessment also provides an opportunity for the chapter to establish membership goals for the biennium and develop strategies to achieve them.

Create a Checklist, Chart or Spreadsheet for Record Keeping

The S/P/N membership consultant will create a list of all chapters in the S/P/N. She will keep a copy of all CNA reports received and record the names of chapters that have submitted CNA forms by the deadline date of October 1st on a checklist, chart or spreadsheet. This checklist will be emailed to her respective regional membership consultant **no later than Oct. 7.**

Each RMC will also create a list of all chapters in each S/P/N of the regions. She will record the names of chapters that have submitted CNA forms by the deadline date of October 1st. She will crosscheck her list with the list submitted by the S/P/N membership consultants.

It will be the responsibility of the RMC to provide the final checklist to Alpha Delta Kappa Headquarters no later than **November 1st**. This checklist/spreadsheet will be used to determine the December 1 **PEARLS of ACHIEVEMENT REPORT**. Note: Headquarters only needs the list of chapters, not the data collected.

The S/P/N membership consultants **AND** the RMCs will each analyze the information collected in order to assist the chapter to take positive steps to address the concerns. A database / spreadsheet which identifies the chapter concerns may be helpful in analyzing the data collected.

The RMCs will collaborate with the individual S/P/N membership consultants to develop and implement strategies that will be helpful to individual chapters.

Return of the completed Chapter Needs Assessment annually by the October 1 deadline date is one of the criteria on the PEARLS of ACHIEVEMENT AWARD.

THE S/P/N MEMBERSHIP CONSULTANTS' GUIDE TO THE CHAPTER NEEDS ASSESSMENT

Adapted from information from Texas Vice President for Membership Ann Hudson



- ✓ In June, send all chapter presidents and chapter membership chairmen the Chapter Needs Assessment (CNA) for the appropriate year with instructions. Also copy district president /vice president /chairman.
- ✓ Highlight the CNA in S/P/N Newsletter.
- ✓ In July, send a follow-up email to chapter presidents and chapter membership chairmen, also copy district leaders. Begin receiving CNAs.
- ✓ In late July, challenge all Chapters to have CNAs in by September 10, so that can be recorded and the report completed in order to present a 100% reporting to the state president.
- ✓ Highlight the CNA in S/P/N Newsletter...again
- ✓ In August, send another follow-up email to Chapter Presidents and Chapter Membership Chairmen about September 10 deadline. Continue receiving CNAs.
- ✓ Highlight the CNA in S/P/N Newsletter...again
- ✓ At the end of August if your S/P/N has districts, send an email to each district leader and include each chapter president and chapter membership chairman who had not submitted their CNA.
- ✓ In September, continue to receive CNAs. Communicate with chapters who have not submitted CNAs.
- ✓ Complete the state report and submit to the RMC by Oct. 7.
- ✓ Create a spreadsheet for the CNA data and as a CNA is received, enter the data.
- ✓ Each time a CNA is received, notify the sender, mention something from the report and express thanks.

MEMBERSHIP TRAINING MODEL

TRAINING THE

CHAPTER MEMBERSHIP CHAIRMAN



I. Membership Chairman Training Model

A. Chapter Membership Chairman

1. Duties
 - a. Ongoing responsibility of recruitment and retention
 - b. Responsibilities for life of chapter
 - c. Awareness of new member process
 - d. Awareness of importance of membership in strategic plan
 - e. Awareness of net growth statistics of individual chapters within the S/P/N
2. Focus
 - a. 4 R's (Recruitment, Retention, Reinstatement, Revitalization)
 - b. Use of Membership Development Manual
 - 1) Read it
 - 2) Learn it
 - 3) Use it
 - 4) Share it
 - 5) Pass it on. (Updated pages for the MDM are on the Alpha Delta Kappa website. Complete manuals are also available from Headquarters.)

B. Changes

1. Needs of members have changed
 - a. Professional
 - b. Personal
2. Educational methods and procedures have changed.
3. Priorities have changed
 - a. Family
 - b. Profession
 - c. Volunteerism

II. Role of the Chapter Membership Chairman

- A. The most important person in the entire structure of Membership Team
- B. Review responsibilities of the chapter membership chairman and the S/P/N membership consultant as defined in the Responsibilities of the Membership Team chart
- C. Need for close cooperation and work with chapter president and the chapter executive board on setting goals and formulating Chapter Needs Assessment (CNA)
- D. Conduct Chapter Needs Assessment and revise as needed. (Section 4)
- E. Implement CNA and send to S/P/N membership consultant and regional membership consultant

III. Purpose of the Entire Process

- A. Revitalization . . . Reinstatement . . . Retention . . . Recruitment contributes to the circle effect
- B. Revitalization
 - 1. Revitalization: “Giving a Chapter Life”
 - a. Resources in the Membership Development Manual
 - 1) Membership Development Check List (Section 2)
 - 2) Chapter Member Profile Summary (Section 2)
 - (a) Need for diversity
 - (b) Value others
 - (c) Successful involvement
 - 3) Chapters with questionable long-term viability (Chapter Viability Section)
 - 4) Chapter Self Assessment (Section 4)
 - b. Evaluate and set goals
- C. Reinstatement
 - 1. Reinstatement: “Bringing Former Members Back”
 - 2. Resources in MDM (Section 4)
- D. Retention
 - 1. Retention: “Keeping All Members Informed, Involved and Enthusiastic”
 - a. Tools (These strategies are the responsibilities of all members)
 - 1) Effective programming that meets the needs of members
 - 2) Efficient meetings
 - 3) Member involvement in worthwhile projects
 - 4) Alpha Delta Kappa Member’s Guide (see Section 8)
 - 5) Participation at different levels of Alpha Delta Kappa
 - 6) Quality fraternity education
 - b. Continuous evaluation
- E. Recruitment
 - 1. Recruitment: “Seeking Quality Members”
 - a. Resources from the Membership Development Manual
 - 1) Recruitment (Section 3)
 - 2) Methods of Recruiting (Section 3)
 - 3) Headquarters is Prepared to Help You (Section 3)
 - 4) New Member Process (Section 3)
 - 5) New Member Process in an Established Chapter: A Checklist (Section 3)
 - 6) Suggested Outline for Informational Meeting (Section 3)
 - b. Evaluation
 - c. Re-examine Member Profile (Section 2)

IV. Membership Development Manual (MDM)

- A. Step-by-step guidelines
- B. Helpful hints
- C. Survival strategies

V. Membership for Success Flow Chart

- A. Explanation of Membership for Success Flow Chart (Section 1)
- B. Chapter Membership Chairman
 - 1. Works directly with the chapter president
 - 2. Communicates with the S/P/N MC and RMC

VI. Chapter Membership Chairman's Packet

This packet is mailed in summer to the chapter president to forward to the chapter membership chairman

VII. Sharing of Common Concerns

- A. Allow time for questions
- B. Provide answers and/or possible solutions

VIII. Plan Next Meeting

- A. Date
- B. Structured follow-up
- C. Handouts
 - 1. Usefulness of handouts
 - 2. Membership Development Manual
 - a. Organization
 - b. Needs

Thoughts to Ponder:

“Vision without action is merely a dream; action without vision just passes time; but vision with action can change the world. We can make a difference because we shape the future.” - Joel Barker

* Statistics on Chapter Net Growth — (Use the latest analysis sent by Headquarters or available on the website)

THE CHAPTER MEMBERSHIP CHAIRMAN (CMC)



1. You will want to talk with the previous **chapter membership chairman** to become familiar with any resources or tools she can share. The immediate past chapter president usually serves as the **CMC** but that is not always the case.

The duties of this office include educating chapter members in how the **New Member Process** will occur during the biennium. A detailed account of this process will be given in #7 below.

2. Since the **CMC** coordinates the recruitment of new members, transferring members, reinstatement of members; that is, anything that has to do with chapter membership; you will want to get a current copy of the **Membership Development Manual**. This document may be downloaded from the Alpha Delta Kappa website to your personal device. If you would like a hard copy you may order one from Headquarters for a small fee or download the document to a flash drive and take it to Staples or Office Depot and they can print a two-sided document, which you may choose to put in a notebook.
3. The MDM is a living document and is updated continuously. As CMC, you will want to keep the most current version of this document on your computer, IPAD, etc. **The date on the title page of the MDM will change whenever an update is made.** Be sure to use the most current version of this very important document.
4. In the **MDM**, there are four (4) pages on The **Chapter Needs Assessment** form (2 pages of explanation and an EVEN-NUMBERED YEAR FORM and an ODD-NUMBERED YEAR FORM) that you will be completing with the assistance of the chapter president. The CNA can also be found on the International website under the **LIBRARY** tab, click on **Documents and Forms**.
5. Check your chapter bylaws and/or chapter policies and procedures manual to see if there are sections that describe your responsibilities.
6. There is an **Officers Calendar** found on the International website's main screen under **Documents and Forms** and then **Chapter Documents**. You may want to print this off and highlight the items which pertain to you.
7. Also on the International website under the **MEMBER CENTER** tab, click on **Training Tools**, then look under **Chapter Officer Training Workshops**. Click on **Chapter Membership Chairman**. This will pinpoint some forms which will be very important in your work.
8. The **MDM** will give you a step by step **New Member Process** checklist which will guide the CMC in:
 - A. educating chapter members in how to recommend prospective eligible educators to be discussed for membership;

1. Pass out at the April or May meeting the **(H-151) Chapter Form for Prospective Members** and remind members to use this form over the summer to brainstorm names of prospective members they may want to recommend at the first or second meeting of the next year of the biennium
 2. It may also be beneficial for the **CMC** to send out an email during the summer to remind members to be considering names for prospective members when they return after the summer break. In that email, the eligibility requirements should also be provided.
 3. During the first and second meeting of the year, the **CMC** will review the eligibility requirements and ask members to share names and general information from the H-151 about any prospective new members.
- B.** preparing the ballot for voting and reporting the outcome to the chapter members;
1. The **CMC** should be familiar with the guidelines for balloting should there be a negative vote. The explanation for this process is found in the International Bylaws, Article III. Membership, Section 4. The International Bylaws can also be downloaded onto your computer or IPAD for quick reference. This document is only updated every two years following the International Convention which is held in the odd numbers years in July.
- C.** preparing an information packet for the sponsoring member to share with the prospective new member;
1. If the ballot is clear, the **CMC** will pass out the information packet.
 2. The sponsoring member should contact the prospective member and set aside some time to talk privately regarding the invitation to join Alpha Delta Kappa.
 3. During the conversation, the sponsoring member should provide the dates and times of the next couple of meetings and invite the prospective member to attend. The sponsoring member may offer to give the prospective member a ride if she would like.
 4. Always make sure the prospective member feels welcome and encourage members to get to know the prospective members.
- D.** having the sponsoring member collect the completed **(H-103) Membership Application Form** and check (payable to Alpha Delta Kappa);
- E.** sending the **(H-103) Membership Application Form** and checks to HQ,
1. Gather all completed applications and checks from the sponsoring members and mail them at one time to International Headquarters approximately 5-6 weeks before the initiation date.
- F.** sending the **(H-133) Report of Initiation** immediately after the initiation to HQ.
- F.** making sure to retain a copy of each application form and report of the initiation for chapter files during the biennium.
9. The **CMC** should keep an updated file containing the demographic information for each member. If changes should occur, the **CMC** should complete an **(H-119) Report for Member Changes** and keep it with the records for the biennium. All forms can be found on the International website under the **LIBRARY** tab.



THE CHAPTER MEMBERSHIP CHAIRMAN'S GUIDE

Note: Each chapter membership chairman should have a Membership Development Manual. This manual is available from Headquarters for a small fee, or it may be downloaded from the Alpha Delta Kappa website.

MAY

GATHER BASELINE DATA

- Conduct Member Needs Assessment (Membership Development Manual - Section IV)
- Conduct Chapter Needs Assessment (Membership Development Manual - Section IV)

SEPTEMBER

COMPLETE CHAPTER NEEDS ASSESSMENT (Due October 1)

- Examine Data at Chapter Meeting
- Set Achievable Goals as a Chapter
- Outline recruitment, retention, reinstatement tools and strategies (Membership Development Manual)

JANUARY - OCTOBER

ASSESSMENT

- Review New Member Process (Membership Development Manual)
- Implement New Member Process
- Initiate New Members early in calendar year

NOVEMBER—DECEMBER

REASSESSMENT

- Examine Progress Toward Goals
- Revise as Needed

NOTE: *Remember, new members can be initiated any time throughout the year.*

- * When a new member joins the chapter she is responsible for paying the initiation fees (badge cost and one-time membership fee). However, she is, also, responsible for paying International, state and chapter dues on or before December 31.
- ** If a new member joins after **January 1st**, she would only pay the fees required as a new member (badge cost and initiation fee).
- *** ADDITIONAL DUES MAY BE REQUIRED BY THE S/P/N.

Chapter Needs Assessment Information for the Chapter Membership Chairman and the Chapter President



Each chapter in every State/Province/Nation (S/P/N) is asked to complete the Chapter Needs Assessment (CNA) and mail or email a copy to their S/P/N membership consultant and their regional membership consultant (RMC) by October 1 each year of the biennium.

Purpose - These assessments are diagnostic tools that can be used to help determine a chapter's areas of strength and areas of concern. The assessment also provides an opportunity for the chapter to establish membership goals for the biennium and develop strategies to achieve them.

How and When should the information be collected that is needed to complete the CNA?

- The chapter membership chairman (CMC) should provide each chapter member with a copy of the member needs assessment form during the spring of the year. This form may be found in the Membership Development Manual and on the International website. Each member should return the completed form to the CMC.
- The CMC should share the results of the member needs assessment with the chapter president and the executive board in the spring or summer.
- This information should be used to develop chapter goals and to plan upcoming chapter programs.

Who should complete the Chapter Needs Assessment?

- Input from the chapter executive board and the chapter membership will be helpful to complete the assessment.
- The president and the CMC should work together to answer the questions on the CNA and discuss chapter membership plans for the biennium.
- The first year of the biennium the EVEN-Numbered Year Assessment will be completed and the second year of the biennium the ODD-Numbered Year Assessment will be completed.
- All chapter membership chairmen **MUST** submit the completed CNA to the S/P/N membership consultant **AND** a copy to the RMC by October 1.
- The CNA may be submitted online from the International website, by email or by postal mail. If submitted online, an automatic acknowledgment, including a copy of the report as submitted, will be sent by a return email.
- If the report is submitted online, it is necessary only to forward the automatic reply acknowledgement receipt to the S/P/N **AND** regional membership consultants.
- The CMC will keep a copy of each year's assessment for the chapter's files.

Where can information be found to determine the average meeting attendance for the past five meetings?

- Chapter minutes and the secretary's attendance record should contain the number of sisters who attended each meeting.
- The completed H-114 report also includes this information.

Where can information about members who have left the chapter be located?

- Since the chapter needed to vote to accept a member's resignation or transfer request, the chapter minutes should reflect the reason for a change in membership status.
- Chapter minutes should note when a sister has joined the Omega Chapter.
- Chapter files should contain copies of the H-119 forms that were filed to record membership changes.

This assessment is one of the criteria for the Pearls of Achievement Award.

If you have additional questions regarding the Chapter Needs Assessment, please contact your S/P/N membership consultant or your RMC.

CNA TIMELINE

(Chapter Needs Assessment)



Spring	→	Chapter membership chairman provides and requests chapter members to complete the Member Needs Assessment Form (found in the Membership Development Manual)
Spring	→	Chapter membership chairman compiles results of Member Needs Assessment Forms
Summer	→	Chapter membership chairman shares results with chapter president and executive board. Together they use the information to develop chapter goals, programs, and complete the Chapter Needs Assessment (CNA)
Aug/Sept.	→	Chapter membership chairman submits the Chapter Needs Assessment to the S/P/N membership consultant AND the regional membership consultant (RMC) <i>no later than Oct. 1</i>
October	→	S/P/N membership consultant submits checklist to RMC <i>no later than Oct. 7</i>
October	→	S/P/N membership consultant and the RMC collaborate to develop and implement strategies to assist chapters
Nov 1	→	Deadline for RMC to submit list of chapters who submitted the CNA to headquarters by the Oct. 1 deadline
Dec 1	→	HQ publishes the updated Pearls Report

March 2016



S/P/N _____ Chapter Name _____ Region _____

Chapter Needs Assessment / EVEN Numbered Year

Indicate current year 2016,
2018, 2020, etc.

To be completed by:

Chapter membership chairman & chapter president

Input from chapter members may be helpful

Note: Information may flow to the next page if needed.

The CHAPTER MEMBERSHIP CHAIRMAN is to return the completed form on line, by mail or email:

To S/P/N membership consultant

AND to the regional membership consultant

On or before Oct. 1 (postmark deadline) required to receive a pearl for the Seven Pearl Award

Current number of members:

1. Active

• Engaged in education * _____

• Not engaged in education _____

2. Active on Leave

3. Limited

4. Honorary

* Note: Retired educators may continue to be active in education. Examples of actively engaged include regularly subbing or volunteering in schools, supervising student teachers, teaching evening classes, GED classes, college classes, etc.

1. **Chapter Balance:** Total number of members in your chapter: _____
 - a. Retired members _____
 - b. Elementary teachers _____
 - c. Middle/Jr. High teachers _____
 - d. Senior High teachers _____
 - e. Administrators _____
 - f. College personnel _____
 - g. Non-traditional roles _____
 - h. Other : _____
 2. For the past five meetings, what was the average member meeting attendance? _____%
 3. When did your chapter last initiate a new member? _____ How many? _____
 4. In the last biennium, how many members left the chapter (transfer, resign, drop by HQ, Omega, etc.)? _____
List reason(s) for leaving, if known: _____
 5. Does your chapter currently have a full slate of officers? Yes _____ No _____
If no, which offices have not been filled and how do you plan to meet the responsibilities of those offices? _____
 6. How does your chapter identify or locate new or prospective members? Please explain: _____
 7. a. Are chapter meeting times and locations satisfactory to members _____ Yes _____ No _____
How do you know this? _____
 - b. Do you use the Member Needs Assessment Form found in the Membership Development Manual to survey your members' needs and interests? Yes _____ No _____
If yes, how do you use it? _____
If no, how do you determine the needs of your chapter members? _____
 8. Check the types of programs you've had in the last year: _____ Professional Development _____ Personal Development _____
_____ World Understanding _____ Altruism _____ Educational Excellence _____
Do members have time for fellowship at each meeting? Yes _____ No _____
Do you have Fraternity Education at each meeting? Yes _____ No _____
During which type of programs do members seem most engaged? _____
 9. a. Identify strengths of your chapter: _____
 - b. Identify challenges your chapter is encountering: _____
- Note: please be specific and include as many details as possible for both items.*
10. a. **In the next two years, what do you hope your chapter will achieve in terms of membership goals?**
 - b. How will this be accomplished? _____

Submitted by:

Name _____

Office _____

Email _____

Telephone _____



S/P/N _____ Chapter Name _____ Region _____

Chapter Needs Assessment / ODD Numbered Year

Indicate current year 2017,
2019, 2021, etc.

To be completed by:

- **Chapter membership chairman & chapter president**
- Input from chapter members may be helpful

Note: Information may flow to the next page if needed.

The **CHAPTER MEMBERSHIP CHAIRMAN** is to

return the completed form on line, by mail or email:

- To S/P/N membership consultant
- **AND** to the regional membership consultant
- **On or before Oct. 1** (postmark deadline) *required to receive a pearl for the Seven Pearl Award*

Current number of members:

- Active**
 - Engaged in education* _____
 - Not engaged in education _____
- Active on Leave** _____
- Limited** _____
- Honorary** _____

** Note: Retired educators may continue to be active in education. Examples of actively engaged include regularly subbing or volunteering in schools, supervising student teachers, teaching evening classes, GED classes, college classes, etc.*

- Chapter Balance:** Total number of members in your chapter: _____
 - Retired members _____
 - Elementary teachers _____
 - Middle/Jr. High teachers _____
 - Senior High teachers _____
 - Administrators _____
 - College personnel _____
 - Non-traditional roles _____
 - Other _____

2. For the past five meetings, what was the average member meeting attendance? _____%

3. When did your chapter last initiate a new member? _____ How many? _____

4. During the past year, how many members have left the chapter (transfer, resign, drop, Omega, etc.)? _____
List reason(s) for leaving, if known: _____

5. Do you anticipate your chapter will have difficulty securing a slate of officers in the spring? Yes _____ No _____
If yes, how do you plan to address this? _____

6. How does your chapter identify or locate new or prospective members? Please explain: _____

7. a. Are chapter meeting times and locations satisfactory to members? Yes _____ No _____
How do you know this? _____

b. Do you use the Member Needs Assessment Form found in the Membership Development Manual to survey your members' needs and interests? Yes _____ No _____
If yes, how do you use it? _____

If no, how do you determine the needs of your chapter members? _____

8. Check the types of programs you've had in the last year: _____ Professional Development _____ Personal Development _____
_____ World Understanding _____ Altruism _____ Educational Excellence _____

Do members have time for fellowship at each meeting? Yes _____ No _____

Do you have Fraternity Education at each meeting? Yes _____ No _____

During which type of programs do members seem most engaged? _____

9. a. Identify strengths of your chapter: _____

b. Identify challenges your chapter is encountering: _____

Note: please be specific and include as many details as possible for both items.

10. a. What chapter membership goals were set for the biennium? _____

b. What progress has been made in achieving these goals? _____

Submitted by:

Name _____

Office _____

Email _____

Telephone _____

WHERE TO BEGIN

SECTION 2 • WHERE TO BEGIN

Membership development is vital to the well-being and growth of any organization. A solid membership development plan includes activities in both the areas of recruitment and retention. When involved with recruitment efforts, it is sometimes easy to forget the importance of retaining current members.



It is imperative for Alpha Delta Kappa to concentrate on both recruitment and retention, in order to ensure the continued growth and vitality of the organization. Therefore, it is critical for all chapters to work hard to increase their membership.

Although an overall membership marketing plan has been devised for Alpha Delta Kappa it is important for you to determine what recruitment and retention efforts you will undertake within your chapter. To assist you in making those decisions, a chapter assessment guideline has been developed (See Section 4).

When deciding the level of resources (time, volunteers and money) you want to spend for your chapter's membership development efforts, it is important to remember to **KEEP IT SIMPLE**. It is easy to get caught up in the many ideas that your chapter can undertake to recruit or retain members. Be sure to carefully calculate the level of activity you believe your members can undertake. The ideal level is one that involves your members at a steady pace, but does not overwhelm them with activities.

If you try to achieve a nice balance of activity and results, you will keep your members motivated toward even greater membership success and you will have established the framework for continued growth!

Remember . . .

"Development of membership is development of our organization."

CHAPTER MEMBERSHIP DEVELOPMENT

This checklist is provided to assist the chapter membership chairman with her membership development (recruitment and retention) efforts. These evaluative strategies may help ascertain the chapter membership status.



Have You . . .

Yes No

- * Completed Member Profile (See Section 2)
- * Conducted a Chapter Self Assessment (See Section 4)
- * Developed a Chapter Needs Assessment for the biennium (See Section 1)
- * Secured an ample supply of recruitment brochures and pledging materials (See Section 7)
- * Asked for names of prospective members at every meeting
- * Conducted periodic (at least annual) surveys or polls of your members to determine their wants and needs
- * Given special attention to disgruntled or disinterested members to encourage their continued membership
- * Communicated with resigning members to determine their reasons for leaving
- * Made changes in your chapter to meet the wants and needs of your members

CHAPTER MEMBER PROFILE SUMMARY

It is important that the chapter membership chairman knows the demographics of her chapter. Once the Chapter Member Profile Summary is completed, the chapter membership chairman shall analyze the results and discuss them with the chapter.

The results will help the chapter membership chairman better meet the needs of chapter members and point out specific areas where diversification would provide a better balance for the chapter.



State/Province/Nation _____ Chapter _____

1. Total number of members in chapter: _____
 Total number in each membership status: _____
 Total Active Members: _____

Actively Engaged in Education (Still under contract) _____

Retired/Actively Engaged in Education* _____

Retired/Not Actively Engaged in Education _____

Active On Leave _____

Life Member _____

Honorary _____

Limited Member _____

Age Range

25 - 35 _____

36 - 45 _____

46 - 55 _____

56 - 65 _____

Over 65 _____

** Note: Retired educators may continue to be active in education. Examples of actively engaged include regularly subbing or volunteering in schools, supervising student teachers, teaching evening classes, GED classes, college classes, etc.*

2. Number of members in each of the following categories:

Education, Administration _____

Education, Early Childhood _____

Education, Elementary _____

Education, Middle School/Jr. High _____

Education, Secondary _____

Education, Post High School _____

Education, Support Services _____

Education, Retired _____

- Retired /Actively Engaged in Education* _____

- Retired / Not Actively Engaged in Education _____

Career Interrupted _____

Employed, Non-Education _____

Support Services (Counselors, Psychologists, etc.) _____

3. Years of membership in Alpha Delta Kappa for each member:

Number of Members

0 - 3 years _____

3 - 5 years _____

5 - 7 years _____

7 - 15 years _____

15 - 25 years _____

Over 25 years _____

4. Combined total number of years your chapter's members have served the field of education: _____

SECTION 3 • RECRUITMENT



Recruitment of new members into Alpha Delta Kappa is vitally important to our future.

The process of recruiting new members into your chapter can be as hard or easy as you want to make it. But, as was previously mentioned, you are advised to keep it simple.

Some key ingredients to successful recruitment programs are as follows:

1. Organize and plan before starting any recruitment plan.
2. Make sure your prospect list is complete and as up-to-date as possible. This will require you to obtain home and email addresses and telephone numbers of prospects that you have identified as candidates for membership.
3. Recruitment is every member's responsibility. Organize an active, enthusiastic group of members to assist with your recruitment efforts. Text messaging is a great way to connect with millennials.
4. Know in detail the benefits and advantages of membership in Alpha Delta Kappa and articulate them. Share a list of recent altruistic activities with prospective members.
5. Anticipate obstacles and respond with opportunities that membership offers. Know the obstacles you have to overcome in promoting membership – know the real reasons why those who are not members have not or are not joining — be able to answer their objections. Sit down with your sisters and develop a positive reply for each objection you can think of.
6. Use all the avenues open to you for recruiting new members — personal calls, letters, telephone calls, social media, i.e., texting, Facebook posts pictures and activities.
7. Keep your present members fully informed about what your chapter is doing to recruit new members and frequently ask them for referrals.
8. Make full use of sources available at Headquarters, i.e., brochures, supplies, staff assistance, etc.
9. Believing in what you are sharing makes all the difference!



RECRUITMENT

One of the most important obligations of Alpha Delta Kappa members is that of membership development. How can we better show our loyalty and contribute to the growth of our organization than to bring other outstanding educators into our organization? This is a worthy goal.

- ✓ UTILIZE MARKETING TOOLS
- ✓ RECRUIT NEW MEMBERS
- ✓ EDUCATE NEW MEMBERS
- ✓ REINSTATE MEMBERS
- ✓ ESTABLISH NEW CHAPTERS
- ✓ COLONIZE NEW CHAPTERS

Terminology:

Prospective Member – someone invited to Alpha Delta Kappa meetings or events to meet members and learn more about the organization.

Candidate for Membership – someone who has accepted the invitation to join Alpha Delta Kappa, but has not yet been initiated.

METHODS OF RECRUITING



1. **Personal Contact** — Face to face contact is the most persuasive tool. Alpha Delta Kappa sisters in your chapters should be encouraged to always have a brochure available. Seize every opportunity to hand information about Alpha Delta Kappa to someone at the time you first talk to them about the organization.

Be persistent and continue to communicate. Let prospective members know the door is always open.

2. **Meetings** — Invite prospective members and candidates for membership to your regular meetings or hold special events. Help them to become acquainted with Alpha Delta Kappa.
3. **Telephone Calls and Electronic Media/Follow-Ups** — Either before or after personal calls are made to a prospect, the telephone call can be very effective. The telephone call has as many advantages as the personal contact, except it is limited to the auditory sense as a means of conveying the message. Using electronic media is also an effective means of communication in this day and age. A follow-up after meeting a possible recruit is also recommended. (Sample “Communication Tips” listed in this section)
4. **Publications** — Use your chapter newsletter or other AΔK publications to entice prospects to join. This allows them to become familiar with the organization and lets them see the scope of AΔK activities.
5. **Personal Letters** — Write a personal letter to each prospective member. Make your letters brief, genuine, and from the heart and enclose a brochure to provide additional information.
6. **Inquiries** — From time to time it is natural to receive queries from prospects about Alpha Delta Kappa. These inquiries should be handled promptly with information on Alpha Delta Kappa, providing the individual is an eligible prospect under Alpha Delta Kappa requirements. Remember, membership is by invitation.
7. **Membership Sources** — Be aware of educators’ awards presented by schools, teachers new to the district, post-secondary instructor, etc.



HEADQUARTERS IS PREPARED TO HELP YOU!

Alpha Delta Kappa International Headquarters is prepared to help provide you with materials for good recruiting. The materials and services furnished by Headquarters are available to you for use in recruiting at the chapter level. See Section 10 for samples of materials that have been developed to assist you. To order, use the Chapter Supplies Order Form found on the Alpha Delta Kappa International website and in the June and October issues of the **KAPPAN**.

Here are some of the recruitment materials available:

- **Alpha Delta Kappa “Big Opportunity”** — S44 — This purse-size piece provides basic information on AΔK. A special place on the back of the brochure is provided for you to fill in your name, chapter name, and telephone number. It is recommended that you keep a few of these on hand at all times. You never know when you might meet someone who would be perfect for Alpha Delta Kappa!
- **Alpha Delta Kappa Fact Sheet** — Found in the Documents and Forms Tab > Chapter Documents section of the International website. One page with lots of current information, i.e., approximate membership numbers, brief history, mission, altruistic projects and funding, regional conference dates and locations, etc.
- **Alpha Delta Kappa International Brochure “Windows of Opportunity”** — S36 — The newest brochure providing an overview of our organization including the mission statement, purposes of AΔK, brief history, scholarships and grants and networking opportunities.
- **Alpha Delta Kappa Membership Announcement** — S52 — This recognition card announces proudly that your newest member “has been awarded membership in Alpha Delta Kappa in recognition of their outstanding abilities, dedication and promotion of excellence in the field of education.” Send this card to her supervisor or administrator and give her recognition for the honor of having been chosen for membership in Alpha Delta Kappa.

- **“Alpha Delta Kappa: Opportunities for Enrichment”** — S34 — This informative, nearly 20-minute DVD features many members describing the profound professional and personal enrichment they have experienced through Alpha Delta Kappa. It is an excellent recruitment and retention tool. Cost: \$5. Order from International Headquarters.
- **Membership Power Point** — This presentation is available online and lists many compelling reasons to become a member of Alpha Delta Kappa.
- **Membership Resources** — Resources are available on the International website, including: Membership Skits, Communication Techniques, Poems/Raps/Songs, Chapter Assessment Tools, Chapter Incentives/Awards/Recognition Suggestions, Membership Recruitment and Retention Games/Ideas, and New Chapter Development Ideas. Members are encouraged to submit additional items.
- **Recruitment Brochure** — S45 — This brochure provides a greater amount of information on AΔK, including information on benefits, history, mission statement, purpose, etc. This brochure should be used when someone is definitely interested in membership.
- **Sample Form Letters** — Written to help shorten your letter-writing time, these form letters are perfect to enhance your recruitment and retention efforts. Written for you, you simply “plug in” your information, retype or rewrite them, and send them to your members. Use these to help save time!

THE PERSONAL TOUCH

According to a survey by the American Society of Association Executives, 69 percent of associations responding use current members to solicit new members. Many associations use a letter or mailings, including email, to initially approach prospective members, then employ a personal touch with a phone call or a one-on-one visit. Using social media (texting, Facebook, messaging, etc.) may also be a means to communicate, especially with younger women.



Alpha Delta Kappa has an advantage in that its chapters are concentrated in local areas (some larger than others, but still in a general vicinity). This provides a unique opportunity to capitalize on the personal approach.

Contacting prospective or current members strengthens the current members' allegiance to the organization. Some associations have found it effective to use new members in solicitation of other prospective members; the new members have made a commitment, are sold on the value of membership, and selling others on joining reaffirms their commitment and ties to the association.

It is well to remember that while a member is selling a prospect, she is also selling herself on the values of the association. In the final analysis, it brings almost total commitment to the organization from the member. The same holds true for current members who contact members who are considering dropping their membership.

***Only one thing is more important than getting new members . . .
retaining the current ones.***

TELEPHONE CONTACTS

Next to person-to-person contact, the telephone is perhaps the most effective means of making contact with a potential member. Caution and common sense should guide telephone contacts, however. Chapter membership chairmen should prepare a coherent, brief message. Membership advantages must be on the tip of the tongue of the person making the call.

Some organizations send a personal letter to the prospect prior to the call, letting them know that someone will be calling them. With Alpha Delta Kappa, this may not be necessary in all instances, as the personal contact probably has already taken place. During the Personal Touch stage, the prospective sponsor should indicate that a follow-up phone call will be made.

Be straightforward during the call. Ask what personal or professional issues are important to the prospective member. In this way the phone call offers a "two-way-street" approach as compared to the one-sided mail approach where the prospective member has no opportunity to state her views of personal importance. Knowing their personal interests may contribute to getting them involved.

COMMUNICATION TIPS . . .

WHAT DO YOU DO AFTER YOU SAY HELLO?



DOS AND DON'TS

1. **Prepare Mentally** — Turn off your own concerns and concentrate on the prospect's needs before making a phone call. Be enthusiastic and positive.
2. **Prepare Physically** — Have all the needed "props" readily accessible. Literature/ brochures should be at your fingertips so those you are speaking with are never lost for an answer.
3. **Put Yourself in the Other Person's Situation** — Constantly remind them that the purpose of the conversation is to provide helpful information that will make her more informed.
4. **Keep Smiling** — Your smile carries across the airwaves.
5. **Be Mindful of the Pitch of Your Voice** — The prospect can't see you, so the pitch of your voice becomes very important. Use a friendly, natural, conversational style that's full of confidence.
6. **Be Mindful of the Rate of Your Speech** — No one likes to be "attacked" by fast-talking. Too slow a delivery invites impatience and interruption. Use your judgment. Never exaggerate or over promise.
7. **Be A Good Listener** — When two people are talking, no one is listening. Good communicators are good listeners. They let the prospect ask questions. They know the telltale signs that the prospect is ready to make a decision.
8. **Don't Be in a Hurry to Hang Up** — Restate what has been agreed to (sending them more literature, inviting them to a meeting, etc.) so there can be no misunderstanding. Thank the prospect by name before ending the call.
9. **Follow-Up** — Nothing can be more damaging to your communication efforts if proper follow-up is not completed. Be sure to carry through with whatever you promised the prospect. If there is an unavoidable delay or change in plans, be sure to let them know why they haven't received the information. This will help you maintain your personal credibility and the integrity of Alpha Delta Kappa.
10. **Talk Benefits, Not Features** — It's easy to say "We hold regular meetings." It's better to say, "We hold regular meetings that will help you get to know your peers within the community and provide you with invaluable networking opportunities with other outstanding educators." This is an example of talking features to the prospect, not just benefits. Concentrate on telling them what's in it for them and what benefit they will derive from your various services and activities.



PUT POWER INTO YOUR LETTERS

When writing letters to prospective members, talk as you would on a face-to-face basis. Think of the individual to whom you are writing as wanting to hear what you have to say about membership in Alpha Delta Kappa, listening to you and asking questions.

Make your letter sound personal and cordial. Keep it factual. Write simply and directly. Communicate.

Emphasis is placed on getting attention and holding interest with your opening sentence, creating desire with your following paragraphs, then presenting a good proposition. Make your letter a convincing one.

When preparing your letter, ask yourself:

- * To whom am I writing?
- * What truly are her needs in relation to Alpha Delta Kappa?
- * Why am I writing?
- * How long has she been a prospective member/interested?
- * Does she have any special interests?
- * Specifically, how can Alpha Delta Kappa help her?

If you have true answers to these questions when you write your letter — and if you write it concisely and clearly — your letter will reap results.

NEW MEMBER PROCESS



It is important that a chapter customize the new member process to meet its needs. There is no set time frame in which to complete the process. However, it must be done in a timely manner to capture the enthusiasm of the prospective member. The chapter membership chairman should work closely with the chapter president in coordinating these efforts. Because chapter needs vary, there is no designated month for initiation. However, initiation early in the calendar year gives the new member the full benefit of her membership fee.

Sequential Components of the Process

1. Analyze membership needs of the chapter.
2. Order new member supplies, including membership invitations, from Alpha Delta Kappa website to have on hand whenever a prospective member attends a meeting.
3. Review current bylaws (Article III, Sec. 1,2,3,4,5) to determine eligibility and balloting procedures.
4. Consider scheduling an informational meeting or luncheon meeting for prospective members. Alpha Delta Kappa Month is an opportune time to “educate” prospective members about Alpha Delta Kappa.
5. At the first meeting of the year, encourage all chapter members to consider inviting prospective members to a chapter meeting or an informational tea.
6. Encourage prospective members to attend an informational meeting and or other chapter meetings to learn more about the mission and principles of Alpha Delta Kappa.
7. Distribute **Form H-151: Prospective Member Recommendation** to chapter members, who have invited prospective members to attend chapter events. Note: one sponsoring member and two active members who will endorse the prospective member are required. This form is the indication that the sponsor feels the time is right to consider the prospective member for membership.

8. The chapter membership chairman will request the president to include an agenda item for the next meeting to discuss qualifications of each proposed member and consider the invitation for membership.
9. Vote by ballot and record results in chapter's minutes. Refer to the International Bylaws for the voting process.
10. Mail membership invitations to prospective members receiving a unanimous affirmative vote.
11. Encourage the sponsoring member to have a one-on-one conversation with the prospective member about what she can expect from membership in Alpha Delta Kappa. See handout of **The Role of the Sponsoring Member.**
12. The chapter membership chairman shall conduct an informational / orientation meeting for prospective members. Utilize brochures and resources available from Headquarters.
13. Distribute Membership Applications (H-103) to those women who accept the invitation of membership.
14. Collect membership applications and fees from each prospective member.
15. Send membership applications and fees to International Headquarters.
16. Plan and conduct initiation ceremony. Optional: Invite family and friends (See **Ceremonies booklet**).
17. Send form H-133: Report of **Initiation** to International Headquarters immediately following initiation.
18. Involve the new members in a meaningful way as soon as possible. See handout of **The Role of the Sponsoring Member.**

Newly initiated members will receive their new member packet four to six weeks after International Headquarters receives all the items listed above. Chapter membership chairmen should check with new members to see if the new member packet has been received.

NOTE: make sure you use the most recent forms available to ensure that the fee amounts will be correct. Forms are available on the Alpha Delta Kappa International Website, or by request from International Headquarters (headquarters@alphadeltakappa.org; FAX: 816-363-4010; 800-247-2311). The Initiation Ceremony is found in the Ceremonies Booklet.

Strengthening Membership Connections: The Role of the Sponsoring Member



(Note: The following scenario is one example of how new members may be brought into the chapter using the sponsoring member as a key person in the education of the prospective member).

The sponsoring member can play a vital role in the orientation of a prospective new member. She is the one who recommends the prospective member for membership in Alpha Delta Kappa and perhaps may choose to complete H-151, the Prospective Member Recommendation Form. The information on the H-151 will guide the sponsoring member as she shares information about the prospective member with the chapter members prior to balloting.

Once the balloting takes place and the vote is in the affirmative, the sponsoring member would receive an Orientation Packet from the chapter membership chairman.

Here are some of the items that may be included in the Orientation Packet:

- Membership invitation
- H-103 - Membership Application (with note attached-when due and to whom-contact information)
- Alpha Delta Kappa brochures (refer to the Chapter Supplies section on the International website)
- S36 - Windows of Opportunity Brochure
- Chapter information sheet
- Calendar of meetings with dates, locations, programs, altruistic projects, etc.
 - Invite to meetings-use calendar information sheet
 - Financial breakdown
 - chapter
 - S/P/N
 - International
- Copy of the **KAPPAN**
 - May show chapter or S/P/N Facebook post
- Contact information of the sponsoring member
 - Sponsoring member follows up after personal conversations

In the next few days after receiving the Orientation Packet, the sponsoring member will contact the prospective member and set a time to get together and have a private personal conversation (the sponsoring member may choose to briefly share her Alpha Delta Kappa story - why you are a member) and share the contents of the packet.

At the end of the conversation, the sponsoring member may invite the prospective member to attend the next few meetings in order for her to meet chapter members, share in the fraternal fellowship and begin to experience what Alpha Delta Kappa is about firsthand.

The sponsoring member will contact the prospective member prior to the chapter meetings and offer to give her a ride or simply remind her of the time and place of the meeting. At the chapter meeting, the sponsoring member will introduce the prospective member to the members and make sure she is made to feel welcome.

Approximately six weeks prior to the anticipated initiation date, the sponsoring member will need to confirm with the prospective member if she is accepting or declining the invitation for membership.

If the prospective member is declining the invitation, the sponsoring member will thank the prospective member and reports this information to the chapter membership chairman, who will report to the chapter members.

If the prospective member is accepting the invitation, the sponsoring member congratulates her and explains the application process:

- complete the application sections required of the prospective member
- make badge selection
- write check payable to Alpha Delta Kappa
- contact the sponsoring member when completed by the date given by the sponsoring member (usually 5-6 weeks prior to the initiation date to give enough time to receive the badge from HQ).

The sponsoring member collects the completed application and check from the prospective member and gives it to the chapter membership chairman by the date provided by the chapter membership chairman.

The sponsoring member needs two chapter members to sign off on the application with her prior to returning it to the chapter membership chairman.

During the initiation ceremony, the sponsoring member will pin the new member and serve as her mentor for the biennium.

SAMPLE MEMBERSHIP BALLOT



State/Province/Nation

Chapter Name

Date

Please circle Yes or No for each of the applicants listed below.
Reminder: If a NO vote is cast, a rationale must be included.

1. Applicant 1

a. Yes

b. No

Rationale: _____

2. Applicant 2

a. Yes

b. No

Rationale: _____

3. Applicant 3

a. Yes

b. No

Rationale: _____

SUPPLEMENTAL INFORMATION FOR INFORMATIONAL MEETINGS



Leaders for informational meetings should be enthusiastic Alpha Delta Kappa members who speak about the organization using an honest, direct approach. They should be well informed and ready to answer all questions.

Presentations should be brief utilizing a variety of speakers and formats. Make certain all information is accurate. Use visuals and handouts, including the prospective member preview kit, scholarship brochures and the International website. Do not lecture.

Some of these ideas may be useful to your situation and remember to use information appropriate for your meeting.

Our Organization

A. History

Agnes Shipman Robertson, Marie Neal, Marion Southall and Hattie Poppino founded Alpha Delta Kappa in 1947. They were visionary women who saw a need to recognize and support the professional efforts of outstanding women educators. Nearly 33,000 members in more than 1,200 chapters around the world have discovered the many opportunities provided by membership in Alpha Delta Kappa.

These opportunities include recognition of their commitment to educational excellence, personal and professional growth, and collectively channeling energies for the good of their schools, communities, the teaching profession and the world.

Headquartered in Kansas City, Missouri, Alpha Delta Kappa has chapters in the 50 states of the United States, Puerto Rico, Australia, Canada, Jamaica and Mexico.

B. Purposes

- To give recognition to outstanding women educators who are actively engaged in teaching, in administration, or in some specialized field of the teaching profession.
- To build a fraternal fellowship among women in the teaching profession which will add to their effectiveness in the promotion of excellence in education.
- To promote high standards of education and thereby strengthen the status and advancement of the teaching profession.
- To promote educational and charitable projects and activities, to sponsor scholarships, to further and maintain worthy standards in the field of education and to cooperate with worthy community programs relating to education and charities.
- To contribute to world understanding, goodwill and peace through an international fellowship of women educators united in the ideals of education.

C. Mission Statement

Alpha Delta Kappa is an international honorary organization of women educators dedicated to educational excellence, altruism and world understanding.

D. Organizational Levels and Opportunities for Leadership

1. Chapters, Districts, States/Provinces/Nations, Regions, International

Chapters are the foundation of the organization. All members are encouraged to serve on committees and participate as officers when the opportunity presents itself. Involvement goes hand in hand with member satisfaction. Additional leadership roles are available to members at the district, state/provincial/national, regional and International levels. The more than 1,200 chapters are grouped into seven regions: Gulf, North Central, Northeast, Northwest, South Central, Southeast and Southwest.

2. International Executive Board

The International Executive Board, presently an 11-member body, is charged with the financial and policy-making responsibility of the organization.

3. International Chapter

The International Chapter is composed of the International Officers including President, President-Elect, seven Vice Presidents of the Regions, Vice President for Membership, Historian, Sergeant-at Arms, Chaplain, the Immediate Past President, members of the International Executive Board, and the President of the International Council of Presidents.

4. Headquarters Staff

The Headquarters staff is responsible for the many programs, services and activities of Alpha Delta Kappa. This professional group is composed of the executive director and additional personnel working in the areas of accounting, publications, membership, scholarships and grants, meeting planning, mailings and billings, management information and jewelry/recognition awards.

E. Excellence in Education Award Program

The Excellence in Education Award recognizes members of Alpha Delta Kappa for their outstanding contributions to education. The Foundation and the organization biennially allocate \$2,500 each to fund one International award of \$5,000.

F. Scholarships and Grants

Alpha Delta Kappa promotes educational excellence through its scholarships and grants programs. Biennially, it awards more than a quarter million dollars in scholarships and grants through its scholarship programs. The Alpha Delta Kappa Foundation qualifies under IRS Code Section 501(c)3 as a charitable organization. Donations to the Alpha Delta Kappa Foundation are tax-deductible.

- **Alpha Delta Kappa–International Teacher Education Program**
Established in 1961, the ITE Program is designed to bring single women students, ages 20-35, from other countries to study in the United States. These women must plan to enter the teaching profession or be engaged in the teaching profession. Recipients may apply for a second year. The program is supported through an annual chapter assessment.
- **Regional Professional Development Scholarships**
First awarded in 1968, the Regional Professional Development Scholarship may be awarded annually to two members in each region who are pursuing further education.
- **Regional Mini-Scholarships**
Begun in 1990, the Regional Mini-Scholarships are given annually in the spring and fall to members for continuing professional and personal development.
- **Living Memorial Scholarship**
The Living Memorial Scholarship, adopted in 1957, is the oldest of all Alpha Delta Kappa scholarships. This scholarship program provides an Alpha Delta Kappa member the opportunity for professional growth through traveling away from her home environment and/or studying another culture.
- **Agnes Shipman Robertson Memorial Scholarship**
A scholarship in honor of Alpha Delta Kappa Founder Agnes Shipman Robertson was established in 1987 at the University of Missouri Conservatory of Music, Kansas City, Missouri. The University administers this perpetuating endowment and awards scholarships to students studying at the Conservatory of Music.
- **Marie Neal Scholarship**
A scholarship in honor of Alpha Delta Kappa Founder Marie Neal was established in 1970 at Baker University, Baldwin, Kansas. Baker University administers this perpetuating endowment and awards an annual scholarship to a young woman choosing to enter the teaching profession.
- **Alpha Delta Kappa Scholarship**
In 1993, the Alpha Delta Kappa Foundation established an unrestricted endowment to be administered by the Kansas City Art Institute, an internationally recognized school of art located in Kansas City, Missouri.
- **Maxine Pettibone Scholarship**
The Maxine B. Pettibone Scholarship is awarded to the direct descendants of active members of Alpha Delta Kappa. Maxine B. Pettibone was a Virginia sister who was instrumental in the establishment of Alpha Delta Kappa chapters in Australia. This scholarship was created for students working on their Master's degree in education who have the aspiration of continuing as outstanding educators in the field of education. The scholarship recipient shall have already displayed success through completion and attainment of certification with undergraduate coursework for teaching in his/her chosen major area of study. Recipients may be invited to present during International convention or regional conference(s).

- **Future Educator Scholarship**

The Alpha Delta Kappa Future Educator Scholarship is awarded to assist education majors in their final two semesters of coursework with tuition, room and board and course materials. This scholarship was developed for students who display potential to be excellent educators. The Future Educator Scholarship will be awarded annually to one recipient from each of the seven Alpha Delta Kappa regions.

- **Alpha Delta Kappa Innovation Grant**

The Alpha Delta Kappa Innovation Grant was developed for creative, innovative educators who are NOT members of Alpha Delta Kappa and who display characteristics of excellent educators. The Innovation Grant will be awarded annually to a maximum of five recipients from each of the seven Alpha Delta Kappa regions.

- **Alpha Delta Kappa Classroom Grant**

Starting November 2015, up to five \$400.00 grants will be awarded annually by the Alpha Delta Kappa Foundation. These grants are available to teachers who are members of Alpha Delta Kappa.

- **Fine Arts Grants**

The Fine Arts Grant(s) are used to promote study and awareness of dance, music, theater and/or visual arts.

- **Excellence in Education Award Program**

The Excellence in Education Award recognizes members of Alpha Delta Kappa for their outstanding contributions to education. The Foundation and the organization biennially allocate \$2,500 each to fund one International award of \$5,000.

- **State/Provincial/National, District, Regional Scholarships**

These scholarships vary greatly in type, amount and qualifications.

- **Chapter Scholarships**

These scholarships vary greatly in type, amount and qualifications.

G. Publication

1. **KAPPAN**

The **KAPPAN** is our membership magazine that is published six times a year. It features general articles, many of which are written by members, honors conferred, chapter and state/provincial/ national news and scholarship reports. It also carries current information on Alpha Delta Kappa activities, services and programs. The **KAPPAN** is mailed to every member and is available on the Alpha Delta Kappa website.

H. Altruistic Projects

International Projects

- St. Jude Children's Research Hospital since 1981
- Alzheimer's Association since 2013
- World Understanding Project (voted upon by members each biennium)

Regional Projects During Conferences/Meetings

A local altruistic project is chosen by the International Vice President and Conference chairmen at each Regional Conference.

State/Provincial/National Projects

Altruistic projects are chosen by the S/P/N leadership/membership and supported by interest income, contributions from members, proceeds from conferences/conventions, memorials and gifts.

Chapter Projects

Altruistic projects at the chapter level vary greatly and are often specific to local community needs. Chapter altruistic endeavors are documented on specific forms.

I. Conventions and Conferences

Opportunities for networking as well as professional and personal growth are readily available at monthly chapter meetings, district workshops, state/provincial/national leadership training sessions and conventions, regional conferences and International conventions. S/P/N conventions are generally held in the spring of even-numbered years, although some hold annual conventions. Regional conferences are held in the summer of even-numbered years while International conventions are held in July of odd-numbered years.

J. Alpha Delta Kappa Month

Alpha Delta Kappa Month was established in 1991, extending Alpha Delta Kappa Week, which was established in 1975. Chapters, districts, states, provinces, nations and regions are encouraged to honor our Founders, share Alpha Delta Kappa with our schools and communities, and bring special recognition to our members and other educators as well as the education profession in general.

K. Alpha Delta Kappa Association

Alpha Delta Kappa members enjoy the support of the Alpha Delta Kappa Association, an organized group of husbands, significant others, brothers and fathers who gather during conventions and conferences.

The group was founded in 1961 and currently has more than 300 members.

PERSONAL BENEFITS

Alpha Delta Kappa is an international honorary organization of women educators dedicated to educational excellence, altruism and world understanding. There are many personal benefits to membership in such an organization.

A. Leadership Development

All members are encouraged to assume leadership positions in the organization. Information for the continuing growth and leadership opportunities can be accessed through workshops at the local or S/P/N levels. Often S/P/N presidents hold informative workshops at which former leaders share their experiences and efforts in offices at all levels of the organization. Local and regional conferences provide meaningful and beneficial leadership along with unique professional development opportunities.

Alpha Delta Kappa has a mission statement that clearly sets the goals of the organization for its membership. There is a leadership manual (found on the International website) which is continually updated. Chapters are encouraged to have workshops to interest members in leadership positions, to build confidence and to create a firm foundation for events and programs.

B. Friendship and Support of Professional Peers

One of the main goals of this organization is to provide a vehicle to encourage camaraderie through connections with other professional women educators. Most chapters plan activities and programs that stimulate sharing among many different levels of educators. Chapters strive to have a balance of new and experienced members to enrich their monthly meetings. These events provide the members opportunities to share their professional experiences. Members strive to support and celebrate special events in sisters' lives. Members foster networking that will promote friendships and professional connections through social functions, altruistic endeavors and special programs.

C. Professional Development, Personal Enrichment and Professional Networking

Alpha Delta Kappa promotes active participation in the community. It encourages professional development, personal enrichment and networking through programs and workshops at all levels.

D. Opportunities for Publication

Members are encouraged to submit informative and creatively written contributions to any of the following Alpha Delta Kappa publications:

1. The **KAPPAN**
2. Alpha Delta Kappa website
3. Chapter, state/provincial/national and regional newsletters

E. Honors and Recognitions

Members are formally recognized for achievements beyond the organization at meetings, conferences, conventions and in the publications. They are also recognized for their years of service and membership in Alpha Delta Kappa: Diamond Sisters, 60 years; Golden Sisters, 50 years; Sapphire Sisters, 35 years; and Silver Sisters, 25 years.

F. Group Insurance Programs (including professional liability, auto and health)

Alpha Delta Kappa provides information on a variety of professional liability, term life and medical insurance programs designed to meet the personal and professional needs of individual members. Brochures are available in the new member packet.

G. World Understanding

Membership in Alpha Delta Kappa gives the opportunity to contribute to better world understanding, goodwill and peace through an international fellowship with women educators united in the ideals of education.

H. Travel

Membership in Alpha Delta Kappa provides opportunities for travel. Taking advantage of conferences and conventions gives members a better understanding of the organization.

I. Altruistic Opportunities

Members receive information about various altruistic endeavors at each level of the organization. There are several programs found on the website which are supported by the membership. There is also a link to Good Search, a search engine that supports the Alpha Delta Kappa Foundation.

J. Alpha Delta Kappa VISA Program and Smile.Amazon.Com

Credit card applications are available in the new member packet. The Alpha Delta Kappa Foundation receives a percentage of the cost of the purchase each time the card is used.

Smile.Amazon.Com - The Alpha Delta Kappa Foundation receives a percentage of the cost of the purchase made on the Amazon web site each time this URL address is used.

COMMITMENT: WHAT IS EXPECTED?

A. Time

Each member is expected to give of her time in Alpha Delta Kappa. There are nine chapter meetings each year. Opportunities to serve beyond the chapter level are available.

B. Financial

- A onetime non-refundable membership fee will be assessed
- All International dues and publication fees are paid by January of each calendar year. Check Form H-103 for current fee.
- A new member's annual dues are paid the first January following initiation. It is recommended to initiate new members early in the calendar year.

- State/Provincial/National dues are paid annually to the S/P/N in which the member resides. Dues are determined by each S/P/N.
- Chapter dues are paid to the member's local chapter to help defray expenses of the chapter. The amount of dues is determined by each local chapter.

Badge Fee

- The badge fee is paid along with the Membership fee. Badge fees fluctuate with the price of gold. Refer to Alpha Delta Kappa website for current pricing. The badge and Membership fees are submitted with the H-103 Membership Application.
- Chapters outside the United States should contact International Headquarters for information on dues, fees and badge prices for that country.

Other types of financial responsibilities

- Chapter fundraising activities
- Chapter altruistic projects
- Scholarship donations
- Altruistic and scholarship assessments
- Other individual chapter assessment

C. Personal Involvement

Personal involvement is important. Members are encouraged to become involved at their local chapter level by serving on committees, planning programs and serving as an officer. Members are encouraged to attend district meetings, S/P/N conventions, regional conferences and International conventions to grasp the benefits of the history and sisterhood of Alpha Delta Kappa.

D. Attendance at Meetings

Members are expected to attend chapter meetings. They are encouraged to attend S/P/N, regional, and International meetings as well.

E. Participation On All Levels

Opportunities are abundant for members to be active participants at all levels of Alpha Delta Kappa.



REINSTATEMENT

Chapter members are encouraged to stay in touch with members who have resigned from Alpha Delta Kappa. Often, members find it necessary to give up membership because of family and/or professional commitments. These members leave not because they don't enjoy the benefits of membership, but rather, because they feel that there is not enough time in the day to do all that is needed.

Former members may make great members again. The advantages of reinstating a former member are fairly obvious. Former members have at least a basic understanding of Alpha Delta Kappa. One only needs to update them on the changes that have occurred with Alpha Delta Kappa since they were active members.

How do you stay in touch with former members?

- ✓ EMAIL THEM THE CHAPTER NEWSLETTER
- ✓ INVITE THEM TO SPECIAL EVENTS (FOUNDERS' DAY, ANNIVERSARY CELEBRATIONS, FUNDRAISING EVENTS, SCHOLARSHIP LUNCHEONS, ETC.)
- ✓ IF YOU SEE THEM REGULARLY, ESPECIALLY AT SCHOOL, TALK ABOUT ALPHA DELTA KAPPA

Once a Member, Always a Member!

Past members already know about Alpha Delta Kappa. For some, the reason they resigned has changed due to life's experiences. Some may want to return and are waiting for someone to ask them. For others, they may not know they can return as members.

Step One

Create a list of all former members who have resigned from your chapter.

Step Two

Determine if you have contact information for these former members.

Step Three

Organize the Alpha Delta Kappa information items you will want to share with a past member. (pamphlets, most recent edition of **KAPPAN**, your own chapter activities. Some things that will entice them to return.)

Step Four

Assign one or two persons to be the initial contact for each past member.

Step Five

Invite the former member(s) to a chapter meeting.

Step Six

Explain the reinstatement process.

Step Seven

Welcome the Member Back! Celebrate!



REINSTATEMENT PROCESS

Procedures for reinstatement are as follows: A former member may petition the chapter with which she wants to affiliate.

The chapter uses the same election procedure used to accept new members — a unanimous vote of the chapter membership. If a unanimous vote is not received, the dissenters are required to give a valid reason, which is read to the chapter and its validity determined by majority vote of the chapter members present. A negative vote with no reason is considered an affirmative vote.

The chapter president or the chapter membership chairman in consultation with the chapter president requests a Petition for Reinstatement form (H-154) from Headquarters.

The chapter president or the chapter membership chairman in consultation with the chapter president completes the form and returns it to Headquarters with the appropriate fees. Chapter and state/national/provincial dues are paid to the chapter.

Once the reinstatement has been processed, a letter is sent to the chapter president, state/provincial/national president and treasurer, and the member, advising that the reinstatement is complete. Included with the member's letter is a copy of the International Handbook and the International Bylaws.

Life Members may request reinstatement from Headquarters or the chapter with which they wish to affiliate. Life Members do not complete a reinstatement form. They pay the reinstatement fee and publication fee to Headquarters, and chapter and state/provincial/national dues to the chapter treasurer.

See International Bylaws, Sec. 8.

PETITION FOR REINSTATEMENT

ID # _____

ACTIVELY ENGAGED/EMPLOYED IN EDUCATION? ☐ Yes ☐ No

Name of former member wishing to be reinstated as she wants it listed in our database:

First _____ Last _____

Address _____ City _____ *S/P/N _____ Zip+4 _____

Telephone (____) _____ Email _____

This information is needed so Headquarters can locate records:

Name at time of initiation if different _____ Former S/P/N & chapter _____

Date of original initiation _____ Date left AΔK _____

Last four digits of Social Security number _____

To be Completed by Chapter President:

Chapter name _____ *S/P/N _____

Comments: _____

The Chapter membership voted unanimously to accept applicant's membership upon approval of her reinstatement.
 Yes _____ No _____

Signature of Chapter President _____

Address _____

Email _____

Telephone _____

Signature of approval by three (3) active members of your chapter:

Enclose check and mail to:

Alpha Delta Kappa
1615 W. 92nd Street
Kansas City, Missouri 64114-3210

International Dues	\$26.00
Publication Fee	\$ 9.00
Reinstatement Fee	\$10.00
Total	\$45.00 (Must accompany this form.)

FOR HEADQUARTERS USE ONLY:

4030 _____

4040 _____

2050 _____

4032 _____

Total _____

International Dues and Publication Fee will cover the current calendar year. Therefore, International Headquarters recommends reinstating early in the calendar year. S/P/N and chapter dues must also be paid at time of reinstatement.

*S/P/N: State (U.S. and Puerto Rico)
 Provincial (Canada)
 National (Jamaica and Mexico)

Instructions

Please refer to the International Bylaws, Article III

1. Must be completed **in full** by applicant.
2. Return to chapter membership chairman with membership and badge fees.
3. Chapter membership chairman sends form with fees to International Headquarters **prior to initiation.**
4. Send Report of Initiation (Form H-133) to Headquarters immediately after initiation.



ALPHA DELTA KAPPA
INTERNATIONAL HONORARY ORGANIZATION FOR WOMEN EDUCATORS
MEMBERSHIP APPLICATION

STATE _____

CHAPTER NAME _____

MEMBERSHIP APPLICATION: I hereby wish to petition for membership in Alpha Delta Kappa.

Applicants MUST be under contract in education to qualify for membership.

Full Name _____

First

Middle

Last

Preferred Name _____ Date of Birth _____

(MO/DAY/YR)

Address _____ City _____ State _____ Zip _____

Place of Employment _____

Business Phone Number () _____ Home Phone Number () _____

Business E-Mail _____ Home E-mail _____

ENTIRE SECTION MUST BE COMPLETED — PLEASE CHECK ONLY ONE BOX IN EACH LINE:

Is currently under contract in education? ☐ Yes ☐ NoHas been in the education profession two full years or more? ☐ Yes ☐ No

Professional/Job Title: _____

Position: ☐ (1) Teacher ☐ (2) Administrator ☐ (3) Other _____Level: ☐ (4) Elementary ☐ (5) Secondary ☐ (6) College/University ☐ (7) Other _____Degree(s) in Education Received: ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Other _____ Certification: ☐ Yes ☐ No

MEMBERSHIP ETHICS: I submit this application with the knowledge that Alpha Delta Kappa membership is an honor. I will accept the responsibilities and obligations of membership and regularly attend all meetings.

Signature of Applicant _____ Social Security Number (Last 4 Digits) _____

MEMBERSHIP FEE AND BADGE ORDER: Once your initiation is reported to Headquarters, you will receive your New Member Packet, including your member Handbook and current International Bylaws. Your subscriptions to the Columns and our biannual magazine, the KAPPAN will also begin. (Please send one check for total due, payable to Alpha Delta Kappa.)

		FEE	FEES PAID
1.	One-Time Membership Application Fee (<i>Required, nonrefundable</i>)	\$25.00	\$25.00
2.	Membership Badge (Required):		
A.	Item #00: Official Badge With Seven Jeweler-Set Pearls		
	With K Guard & Chain	\$42.00	
B.	Item #3: Gold-Filled Membership Badge and K Guard With Magnetic Closure		
	(Pacemaker users should not wear magnets)	\$48.00	
3.	Postage (if more than one application is sent together, include postage with only one application, using the chart below.)		

POSTAGE & HANDLING CHART

1-2 badges.....\$4 Total

3-5 badges.....\$5 Total

6 or more badges.....\$6 Total

TOTAL

Annual International dues will be payable in January of the calendar year following your initiation.

NAME OF MEMBER SPONSORING NEW MEMBER _____ State and Chapter _____

Badges are shipped to chapter membership chairman.

Chapter membership chairman's name _____

Chapter membership chairman's address _____

Telephone () _____ City _____ State _____ Zip _____

Current date (MO/DAY/YR) _____ Anticipated date of initiation (MO/DAY/YR) _____

SEND TO INTERNATIONAL HEADQUARTERS: Alpha Delta Kappa, 1615 W. 92nd St., Kansas City, Missouri 64114-3210 • (816) 363-5525 • (800) 247-2311
 Additional forms may be printed from the Alpha Delta Kappa International website at www.alphadeltakappa.org.

Please do not fill out a jewelry order form for your membership badge. THIS APPLICATION WILL AUTOMATICALLY ORDER THE BADGE.



ALPHA DELTA KAPPA

REPORT OF INITIATION OF CHAPTER PLEDGES

Submit this form to Headquarters in one of three ways:
Either by **mail**: Alpha Delta Kappa, 1615 W. 92nd Street, Kansas City, MO 64114-3210;
Or **fax**: (816) 363-4010; OR **online** (www.alphadeltakappa.org)

SEND IMMEDIATELY AFTER INITIATION

AAK Headquarters forwards new member lists to
S/P/N membership consultant monthly
MAKE A COPY for your files
Forward copy of this form to your S/P/N president and
S/P/N membership consultant

*Form H-103 and fees need to be received
at Headquarters prior to initiation.*

STATE/PROVINCE/NATION		CHAPTER			
STATE (U.S. and Puerto Rico); PROVINCE (Canada); NATION (Jamaica and Mexico)					
Name	Address, City, S/P/N	Zip+4/PO Code	Phone	Home Email Address	Month, Day and Year of Initiation
1.					
2.					
3.					
4.					
5.					

Once International Headquarters receives this form, the initiation process is complete.
New members will then receive their new member packets and publications.

Alpha Delta Kappa
(816) 363-5525 • (800) 247-2311 • FAX (816) 363-4010
Email: headquarters@alphadeltakappa.org

NOTE: Notify International Headquarters of any pledges who have decided not to become members.

Additional forms may be printed from the Alpha Delta Kappa international

Website at www.alphadeltakappa.org.

Date _____
Signed _____ Chapter Membership Chairman
Address _____
City _____ S/P/N _____ Zip+4 _____
Telephone () _____



TIPS FOR RECOGNIZING SPONSORS

1. Thank the sponsor verbally.
2. Allow the sponsor to pin the new member at the initiation ceremony.
3. Recognize at a chapter meeting.
4. Invite to be a guest at a social event at district, S/P/N Founders' Day.
5. Send a thank you note from chapter or S/P/N.
6. Reduce chapter dues for sponsoring multiple new members.
7. Present a small gift from chapter (items for the classroom).
8. Publish names in chapter, S/P/N and regional newsletters.
9. Present a Certificate of Appreciation.
10. Present token of appreciation from International.
11. Photograph the sponsor and new member for the archives.
12. Submit name for a door prize at chapter, district, S/P/N or regional activity.

SECTION 4 • RETENTION

Retaining current members is equally as important as recruiting new members. This section focuses on the importance of retention and provides information on how you can work to keep your members in Alpha Delta Kappa.



It is a natural process for associations and their members to change over the years. This requires that we be constantly attuned to the changing needs, interests, and desires of our members. Periodic surveys or questionnaires can be very helpful in evaluating exactly what your sisters want and expect from Alpha Delta Kappa membership.

Equally important is taking time to talk to those who are resigning or who are close to suspension for non-payment of dues. Many members can be saved, if the right approach is taken.

Conducting an exit interview process (a phone call or a brief survey) can give you a world of information and can help you do one of several things; bring the member back into Alpha Delta Kappa, learn what she didn't like or why she resigned and learn if she would consider rejoining at a later date.

Unless you act, you'll never know why they left Alpha Delta Kappa!



RETENTION

- ✓ BONDING-NURTURING
- ✓ CARING
- ✓ RECOGNITION
- ✓ PROGRAMS
- ✓ LOGISTICS (PLANNING-ORGANIZATION)
- ✓ EFFICIENCY - EFFECTIVE MEETINGS
- ✓ LEADERSHIP DEVELOPMENT AND OPPORTUNITIES

SUSTAINING MEMBERS



Our Alpha Delta Kappa bylaws indicate that a sustaining member is either:

- an active member who moves out of the chapter area and has not affiliated with another chapter, or
- an active member whose chapter has disbanded and has no chapter with which to affiliate.

Choosing to remain Alpha Delta Kappa sisters, members may register as sustaining members. But, though they are dues-paying members, they often are left on their own to keep abreast of local Alpha Delta Kappa news and events. The single, most frequent point of contact, and often the only point of contact with the State/Province/Nation (S/P/N), is when it's time to pay dues.

- Consider supporting our sustaining sisters using some of the methods listed below. Start by creating a contact list of all S/P/N sustaining members and communicating with them regularly.
- Mail a letter of introduction, and acquire email addresses, if available.
- Send dues request letters and remind them of how the total is broken down, and include a stamped self-addressed envelope.
- Provide S/P/N board members the list of sustaining sisters and encourage them to invite local sisters to their Founders' Day celebrations.
- Monitor changes and report them using the H-119 form.
- Provide information about state conventions; send registration materials.
- Forward the monthly S/P/N newsletter by email or snail mail.
- Assist in connecting sustaining members with chapter presidents in their area to try to affiliate with an active chapter.
- Work to keep the sustaining member list updated. Include in the S/P/N directory, if applicable.
- Include sustaining sister altruistic information in the S/P/N report and provide them with a sheet for recording.
- Have a discussion regarding assigning the job of 'Liaison to the Sustaining Sisters' with your S/P/N board.
- Ask chapters to "adopt" sustaining sisters. Send them birthday cards and other communication.
- Encourage district chairmen to make contact with sustaining members.
- Acknowledge sustaining sisters reaching Silver, Sapphire, Golden or Diamond status.

It should be noted that when SPN officers reach out to make contact, they sometimes discover that sisters have joined Omega chapter. Because sisters were no longer actively involved in local chapter activities, family members had not notified their former chapters of their passing. In other cases, sisters may have moved to assisted living facilities and were no longer able to participate actively; thus, their membership status was changed to Limited. If a sustaining sister has joined the Omega chapter, notify the SPN Chaplain so she will be honored at the SPN Omega service.

The important thing is to remember that with our caring outreach, every member will feel engaged and welcome.

ALPHA DELTA KAPPA EXIT SURVEY



From: International Membership Committee

RE: Information needed for strengthening Alpha Delta Kappa

- Signatures are not required.
- Your cooperation is most appreciated.

1. S/P/N or Region: _____

2. Reason(s) for joining Alpha Delta Kappa originally:

3. Length of membership: _____

4. Reason(s) for resignation: (Please check all answers that apply.)

_____ Health/Family Obligations

_____ Expense

_____ Meeting date inconvenient

_____ Poor Leadership

_____ Programs Uninteresting

_____ Time Commitment

Other – Please explain:

5. What could have been done to maintain your interest in Alpha Delta Kappa?

If you wish to seek reinstatement in the future, please contact Alpha Delta Kappa Headquarters. Detach and retain the information below for future reference.

Thank you for your information. Please send your survey to the address below:



Alpha Delta Kappa
1615 West 92nd Street
Kansas City, MO 64114-3296
800-247-2311
Internet: www.alphadeltakappa.org
E-mail: headquarters@alphakappa.org

CHAPTER SELF ASSESSMENT

A periodic assessment of your activities is necessary to ensure your chapter's viability.



A “Chapter Self-Assessment” survey is provided to assist the chapter membership team (president, president-elect, immediate past president and chapter membership chairman) in this process. It is recommended that you complete all or portions of this survey on an annual basis. Then, you can use the results to compare your chapter's data from year to year and assist you in completing the Chapter Needs Assessment (CNA).

Continued evaluation on an annual basis will provide you with a rewarding look at your chapter's progress in the area of membership recruitment and retention, programming and other services.

An assessment helps you focus on your strengths and weaknesses and provides direction for your officers and committee chairs.

Assessment is critical!

ALPHA DELTA KAPPA

CHAPTER SELF ASSESSMENT DATA SHEET

This self-assessment document has been designed to assist the chapter membership team in evaluating the effectiveness of the chapter. The Chapter Leadership Team is encouraged to complete it annually. This will give chapter leaders the advantage of comparing results from year to year in order to determine any trends or areas of weakness which should be addressed.

I. Demographics

A. Composition:	Number	% of Total
Active Members: Actively Teaching	_____	_____
Active Members: Retired /Actively Engaged*	_____	_____
Active Members: Retired /Not Actively Engaged	_____	_____
Active Members: Career Interrupted	_____	_____
Honorary Members	_____	_____
Limited Members	_____	_____

* *Note: examples of actively engaged include regularly subbing or volunteering in schools, supervising student teachers, teaching evening classes, GED classes, college classes, etc.*

B. Estimate the age range of your members:

Number	
25-35	_____
36-45	_____
46-55	_____
56-65	_____
Over 65	_____

II. Recruitment

A. List how many members your chapter has initiated over the past five years (or as many years as you can easily determine).

Year	Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

B. Prospective Members and Candidates for Membership

- Do you have a thorough orientation program for candidates for membership?
Yes_____ No_____

2. Does your chapter membership chairman have the support of the rest of the chapter membership team (immediate past chapter president, chapter president, chapter president-elect and all chapter members)? Yes____ No____

C. Have you tapped all the sources for new members in your area? Yes____ No____

D. Does your chapter include members from the following?

1. Public/Private/Parochial/Separate (Canada) Schools? Yes____ No____

2. Pre-school/Elementary/Junior High/Senior High/College/University?
Yes____ No____

3. Nurse/Educator/Social Worker/Librarian/Specialists/Other? Yes____ No____

III. Retention

A. Are new members “nurtured” and involved immediately in the life of your chapter?
Yes____ No____

If not, what can you do differently?

B. How many members have you lost as a result of resignation or non-payment of dues over the last five years (or as many as you can easily determine)?

Year	Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C. Why do the majority of your members drop? _____

D. Do you inform those who resign that they may apply for reinstatement (refer to Bylaws) and explain the process? Yes____ No____

E. Do you take any of the following steps to prevent resignations?

Investigate Non-Involvement Through Personal Contact? Yes____ No____

Offer Active-On-Leave Status? Yes____ No____

Offer Limited Membership? Yes____ No____

Revise Your Programming? Yes____ No____

Other:_____ Yes____ No____

F. Do all members take an active part in the chapter? Yes____ No____

If not, what can you do to remedy this?

G. Chapter President — Communications:

1. Are communications from the state/provincial/national president regularly shared with your chapter? Yes____ No____

2. Are communications from International regularly shared with your chapter?
Yes____ No____

3. How well informed are your members? (check one)

____ Very Well Informed

____ Fairly Well Informed

____ Not Informed

4. Are all members aware of scholarships and grants available to them?
Yes____ No____

IV. Member Involvement

A. Do you have actively functioning committees in your chapter? Yes____ No____

B. Do you sense that every member feels she is important to the other chapter members?
Yes____ No____

If no, how can you make every member feel an integral and vital part of the chapter?

C. Attendance at city/area councils, district meetings, state/provincial/national conventions and gatherings, regional conferences and International conventions:

1. Are your members knowledgeable of the meetings noted above? Yes____ No____

2. Is attendance urged for the meetings noted above? Yes____ No____

If no, which meetings need to be better communicated to your members?

3. Does your chapter have a fund to support attendance at each meeting noted above?
Yes____ No____

If yes, is it fully utilized? Yes____ No____

If it is not fully utilized, why not?

V. Chapter President — Leadership Development

A. Are your members encouraged to seek office at the following levels?

Chapter Level	Yes_____ No_____
City/Area Council Level	Yes_____ No_____
District Level	Yes_____ No_____
State/Provincial/National Level	Yes_____ No_____
International Level	Yes_____ No_____

B. Do you have a comprehensive orientation for newly installed chapter officers and committee chairmen? Yes_____ No_____

C. Do you groom members for leadership roles? Yes_____ No_____

If no, what can you do differently? _____

VI. Chapter President — Meetings

A. Is the time, place and topic for your meetings sent well in advance and noted in the chapter yearbook and reminders through social media? Yes_____ No_____

B. During the last year, did some of your meetings lack a quorum (refer to Bylaws)?
Yes_____ No_____

If yes, what could you have done to prevent this?

C. Is programming designed to meet the personal and professional needs of the membership? Yes_____ No_____

D. Have you polled your members to determine what topics and types of programs they would like? Yes_____ No_____

E. Is the composition of your meetings such that members want to come back?
Yes_____ No_____

1. Is your agenda well-planned? Yes_____ No_____

2. Do your meetings begin on time? Yes_____ No_____

F. Are your meeting times and places convenient to the majority of your members?
Yes_____ No_____

G. Are you sensitive to the amount of time your members can give to Alpha Delta Kappa projects and activities? Yes_____ No_____

- H. Do you consider the financial “capacity” of your members when planning special events?
Yes_____ No_____
- I. Do you have a fraternity education segment at each meeting? Yes_____ No_____
- J. How long has it been since your chapter studied the International Bylaws?
- K. Are you aware of the Alpha Delta Kappa Code of Ethics? Yes_____ No_____
- L. Do you follow the Officer and Committee duties found in the International Bylaws?
Yes_____ No_____

VII. Administration

- A. Does your chapter president share the full packet of information and forms with the appropriate officer and committee chairmen? Yes_____ No_____
- B. The following reports are submitted on time. (check all that apply)
- _____ H-119 Change of Status (Immediately upon any change of status or address)
 - _____ H-114 Annual Chapter Highlights Summary (By August 1)
 - _____ H-138 Dues Payment (Postmarked by January 31)
 - _____ H-103 Member Application (30 days prior to initiation)
 - _____ H-133 Report of Initiation (Immediately after initiation)
 - _____ Chapter Needs Assessment (Postmarked by October 1 to S/P/N membership consultant and regional membership consultant)

CONGRATULATIONS!!!

You’ve now taken a good look at your chapter’s operations. Good luck in minimizing your weaknesses and maximizing your strengths.



Member Needs Assessment

1. How long have you been a member of Alpha Delta Kappa? _____

2. Why did you join Alpha Delta Kappa?

3. What do you value most about your membership?

4. Has AΔK benefitted you professionally? Yes _____ No _____ Please explain.

5. Has AΔK benefitted you personally? Yes _____ No _____ Please explain.

6. Leadership/Service:

What chapter office would you consider holding? _____

What committee would you consider serving on? _____

Would you chair this committee? Yes _____ No _____

What chapter project or activity do you find most rewarding?

7. Meetings:

A. Do you normally attend:

District/Council meetings? Yes _____ No _____

State/Provincial/National meetings? Yes _____ No _____

Regional Conferences? Yes _____ No _____

International Conventions? Yes _____ No _____



B. Are our chapter meeting dates, times and locations convenient? Yes _____ No _____
If "No," please explain.

C. Suggest one thing that would improve our chapter meetings.

8. Chapter Programs:

A. Rank the type of program you prefer with five being the most desirable, one the least.

Personal Enrichment 1 2 3 4 5

Professional Growth 1 2 3 4 5

World Understanding 1 2 3 4 5

Altruistic Endeavors 1 2 3 4 5

Fraternity Education 1 2 3 4 5

9. If you could change one thing about our chapter what would it be?

10. What changes could be made to make your participation more meaningful?



REVITALIZATION

- ✓ BRING BACK TO LIFE
- ✓ MAKE HEALTHY AGAIN
- ✓ TO MAKE STRONGER
- ✓ TO PRESERVE THE CHAPTER

CHAPTER ★ PRESERVATION ★ REVITALIZATION: A SUCCESSFUL ALTERNATIVE TO DISBANDING

When a chapter's membership drops significantly below the recommended number of 15, drastic measures are needed to preserve the chapter. It is necessary for someone to assume the leadership role as chapter president. Often, this person cannot be found among the few members left. Look at other options. Perhaps a strong individual living in the chapter area can be reinstated. Or if needed, elect new officers from the new members. Headquarters can furnish a list of present and past members upon request. With a little research, it can be determined who has moved out of the area or if any had membership terminated for reasons other than nonpayment of dues. Once a "revised" list is compiled, a letter can be sent inviting these former members to become active again through reinstatement.

An organizational meeting should be held inviting prospective members as well as members interested in reinstatement. The video and brochures from Headquarters can be a big help. Emphasize the professional and personal development opportunities found in Alpha Delta Kappa. Keep the meeting very upbeat and let them know that Alpha Delta Kappa seeks the very best!

1. Working together
 - The Chapter
 - A Sister Chapter
 - A Key Motivator who is willing to spend time in a leadership capacity
 - S/P/N Executive Board
 - S/P/N Membership Consultant
2. Utilizing Valuable Resources
 - International Chapter Members (current and past)
 - Past S/P/N Leaders
 - Regional Membership Consultants

3. Getting Started

- Decide on number of new members to take in. Consider adding up to five or six new members to strengthen your chapter.
- Devise a plan for getting names of new members.
- Prepare for informational meeting.
- Call on a sister chapter to help get the new members established and help with initiation.
- Set up a timeline and a “Who’s Doing What” list for getting everything done.

4. Preparing for the Meeting

- Decide on date, time and place.
- Send out invitations to prospective members as well as previously identified members.
- Plan a program (outline included) — should be upbeat, fun and enthusiastic.
- Order all informational brochures, video, booklets and prospective member items you need from International — members are given an application form and will need to return this with the fees.

5. Decide on date for returning application fees to membership chairman.

6. Set a time to initiate the new members and elect officers. Remember, at least four to six weeks are needed for applications to be processed at Headquarters.

7. Decide on meeting dates, places and times for the next meetings. (Check into possibility of teaming with a sister chapter.)

8. Encourage the new officers to pair with a mentor from a sister chapter and attend officer workshops when training is available.

9. Continue to work with sister chapter on a close basis — perhaps have executive board meetings together, plan at least one joint meeting, set up a “sister to sister keep in touch plan” (send cards of encouragement, etc.).

10. Check regularly with the renewed chapter to make sure progress is being made and to offer assistance if needed.

Disbandment

The International Membership Committee strongly encourages S/P/N leadership to help a chapter explore options other than disbandment.

The International Membership Committee developed the following list of indicators that a chapter could be a concern for disbandment:

- The chapter has not initiated new members during the biennium.
- The chapter reports have not been submitted.
- There is a small percentage of members attending chapter meetings.
- There is a small percentage of members attending district and/or S/P/N functions.
- Chapter dues are not paid.
- There is low Founders' Day attendance.
- The chapter members do not serve at the district or S/P/N levels.
- One member serves as more than one officer.
- The same member(s) serve(s) as officer(s) from biennium to biennium.
- Members are all from the same building or level or generation.
- Members do not attend regional conference or International Convention.
- No one from chapter attends board meetings or Council of Chapter Presidents' Meetings.
- The chapter has more concerns than joys to share.

Sample Letter to Former Member Who Resigned

Date

Your Address

Dear *first*:

As a former member of XXXX XXXXX Chapter of Alpha Delta Kappa, I would like to invite you to be a part of the revitalization efforts for that chapter. I have met with the remaining members of the chapter on several occasions last school year and the decision was made to not only continue as a chapter, but also to invite some of the former members to be a part of the revitalization efforts.

Alpha Delta Kappa seeks to invite the highest quality women educators to be a part of the organization. It is indeed an honor to belong to the organization and to be a part of the opportunities for personal, professional, and leadership development. There are many reasons why members resign. Our status in life does change from time to time. A small number of individuals are committed to preserving the high ideals and camaraderie that the chapter once had.

I would like to invite you to be a part of this and attend the first meeting of the year on (day & date) at the home of (member, member's address). The meeting will begin at (time) and will end no later than (time). (Name) will serve as the new president of the chapter and other officers will be elected at the meeting.

To be reinstated as a member, it will be necessary for you to pay a one-time \$10 reinstatement fee and the dues for the present year. I hope that you are interested in rejoining the organization. If I can answer any questions or be of any assistance, please don't hesitate to call me at XXX-XXXX (home) or XXX-XXXX (work). I look forward to meeting you on (date).

Sincerely,

Note: With letter, send a listing of current chapter members and former members invited to attend the meeting.

Sample Letter to Members of a Struggling Chapter

Your Address

Dear *first*:

During last school year, I met with the remaining members of XXXX XXXXX Chapter of Alpha Delta Kappa and we made the decision to try to continue as a chapter with the understanding that we would find someone to take the leadership role. This new leadership would come through taking in new members and/or the reinstatement of previous members. Well . . . I HAVE GOOD NEWS AT LAST!!

(Name), a former member of XXXX XXXXX Chapter, has agreed to be president for the next biennium. Hats off to (Name)! This is the plan. The present members as well as a number of previous members interested in reinstatement will meet for the first meeting of this year on (Date). The meeting will be held at the home of (member, member's address). We'll meet at (time) and try to finish no later than (time). At this meeting we'll get organized with officers and assess the needs of the members. We'll start seeking names for potential members and try to establish a plan for the year. Remember when thinking of potential members that membership in Alpha Delta Kappa is an honor and is reserved for the highest quality women educators. Just so that you know who is being invited, I'm enclosing a list of current members as well as a list of former members who are being given the opportunity to come back. A letter is being mailed to them and I hope that I have the most recent address. If you happen to see any of these people, please encourage them to come.

Please don't hesitate to call me at XXX-XXXX (home) or XXX-XXXX (work) if I can answer any questions or be of any assistance. I'm looking forward to seeing you on (Date)!

Fraternally,

Note: With letter, send a listing of current chapter members and former members invited to attend the meeting.

Revitalization of XXXX XXXXX Chapter Organizational Meeting(s)*

Seek help from a sister chapter and have someone in charge of each of the following topics:

1. Welcome, Introductory Comments and Purpose of Meeting
2. Present overview of Alpha Delta Kappa to include:
purposes, history, organization, scholarships and grants, publications, altruistic projects,
conferences and conventions
(The video from Headquarters can help with this.)
3. What Alpha Delta Kappa Means to Me
(Benefits of membership given from a personal view of one or two enthusiastic members)
4. Responsibilities of membership (participation and financial)
(Set a reasonable timetable for members to respond.)
5. Announce date for next planning/organizational meeting.
(This would be the time to ask who would be willing to serve, how programs will be set up,
etc.)

Questions and Answers

* It may be necessary to have more than one meeting before reforming as a chapter.

TIPS FOR MEMBERSHIP DEVELOPMENT

RECRUITMENT

1. Make recruitment an annual goal in your chapter.
2. Support your membership chairman by providing names of potential members.
3. Consider schools not represented by Alpha Delta Kappa members.
4. Remember to broaden your perspective/search: i.e. non-public, two-year as well as four-year colleges, nursing, other technical schools, private schools, charter schools and preschools.
5. Send letters to first-year teachers informing them of Alpha Delta Kappa and offering to serve as a mentor.
6. Talk to student teachers about Alpha Delta Kappa. They will know how special Alpha Delta Kappa is when they meet the criteria.
7. Talk to Alpha Delta Kappa scholarship recipients about our organization. Maintain contact with them over time as they enter the field of education.
8. Offer incentives to members who sponsor new members.
9. Keep in touch with those who have resigned.
10. Plan activities at school or in the community to inform people about Alpha Delta Kappa.
11. Provide orientation to prospective members.
12. Lives change. Reconsider prospective members who previously were unable to join. Try them now!
13. Strive to have more than one member from a given site.

RECOGNITION

1. Feature the uniqueness of members.
2. Spotlight members' personal accomplishments.
3. Recognize and celebrate chapter successes.
4. Recognize and celebrate professional accomplishments.
5. Recognize sponsors of new members.
6. Praise frequently.
7. Write notes of appreciation to members for their acts of kindness, leadership, or for just being a member.
8. Look for opportunities to recognize every member.
9. Praise other chapters' accomplishments.
10. Reward faithful attendance.

RETENTION

1. Involve all members throughout the year.
2. Utilize the strengths of all members.
3. Listen to each member.
4. Contact absent members.
5. Support members personally and professionally.
6. Use icebreakers to get to know one another. Continue to share information about one another.
7. Create a sense of belonging.
8. Personally greet each member at meetings.
9. Keep lines of communication open.
10. Foster teamwork.
11. Keep members involved . . . not over whelmed.
12. Expedite business meetings.
13. Make fraternity education ongoing.
14. Reassess your member needs yearly.
15. Encourage members to assume leadership roles.
16. Build in time for socializing.
17. Make meetings fun.
18. Project enthusiasm for Alpha Delta Kappa.
19. Present a Certificate of Celebration to members who recruit new members in honor of their retirement.

REVITALIZATION

1. Foster healthy attitudes.
2. Make everyone feel needed and wanted.
3. Reflect member needs in chapter goals.
4. Embrace change.
5. Put your critics to work for you.
6. Capitalize on strengths of new members.
7. Nurture future leaders.
8. Select a new activity or altruistic project.
9. Evaluate for continued growth.
10. Have fun and fellowship.
11. To encourage relationship building among Alpha Delta Kappa members and to encourage a member to attend a chapter meeting other than her own while visiting a region away from home, an optional chapter certificate might be used, such as the one on the second page following.

S/P/N and Chapter Name _____

Alpha Delta Kappa

Presents a

Certificate of Celebration

to

Jane Doe

Congratulations on your retirement as an outstanding educator. Thank YOU for sharing Alpha Delta Kappa with another educator who is now your fraternal sister. Your effort in initiating a new member in honor of your retirement is commendable.

Chapter President

Chapter Membership Chairman

To encourage relationship building among Alpha Delta Kappa members and to encourage a member to attend a meeting of a chapter other than her own while visiting a region away from home, an optional chapter form/certificate, such as the ones below, may be used.

Name _____

S/P/N and Chapter _____ Date _____

Today I visited an Alpha Delta Kappa Chapter other than my own.

I visited (S/P/N and Chapter) _____. It is a joy to meet sisters from different places.

Their President is _____

Her address is _____



Name _____

S/P/N and Chapter _____ Date _____

Today I visited an Alpha Delta Kappa Chapter other than my own.

I visited (S/P/N and Chapter) _____. It is a joy to meet sisters from different places.

Their President is _____

Her address is _____



SECTION 5 • NEW CHAPTER DEVELOPMENT



Recruitment of new members into Alpha Delta Kappa is vitally important to our future. The first purpose, for which the organization is founded and operated, is “To give recognition to outstanding women educators engaged in teaching, in administration or in some specialized field of the teaching profession.” New chapter development is vital to the future of Alpha Delta Kappa and the main responsibility for chartering new chapters lies with the State/Provincial/National (S/P/N) membership teams. This is a constant, ongoing task that is never complete.

Establishing a new chapter requires planning. Every membership team needs to be aware of areas in its S/P/N where there are no Alpha Delta Kappa chapters. Using data collected from reports such as the Chapter Needs Assessments and the H-114 Annual Chapter Highlights Summary, the S/P/N membership consultant may be able to determine possible areas for expansion. When looking for opportunities to charter a new chapter, look at an area within driving distance of a current chapter so their members can lend support. Another idea is to encourage sustaining members to assist by contacting educators to form a new chapter. If chapters become very large, some of the members may choose to colonize a new chapter making sure to leave a minimum of fifteen (15) members in the original group.

Proper timing and planning are the secrets to the successful establishment of a new chapter. Do not expect to be able to establish a new chapter in a short time. Do not get discouraged if it takes several informational meetings to get the required number of applications. It often takes several months or longer to complete the process. Determination and commitment will pay off!

Once the chapter is chartered, the chapter sponsors’ job does not end. Mentoring a new chapter is critical to its success and the S/P/N membership consultant needs to make sure a mentor is available or take on that ongoing role.



PROCEDURES FOR ESTABLISHING A NEW CHAPTER

How do we begin?

1. Before considering selecting a location for a new chapter, the following questions should be asked:
 - a. Are there enough educators in the area? (Strive to recognize the top 10 percent of women educators in the area.)
 - b. What is the growth potential of this area?
 - c. What is the distance to the nearest chapter? Is the nearest chapter easily accessible?
 - d. What is the average size of chapters in the area?
 - e. Are there nearby chapters who could assist?
 - f. Is colonization a possibility? (See International Bylaws, Article IV, Section 2.)
 - g. What kind of continuing support will be given to the new chapter by the S/P/N Membership Team?
2. Review the International Bylaws, Article IV, Section 1, a. through f., as follows:
 - a. Complete the Establishing a New Chapter form for organizing and installing a new chapter. This form is to be completed by the S/P/N President and the S/P/N Membership VP/Chairman. This form shall be made in writing to Headquarters for their approval.
 - b. All new chapters must receive final approval from Headquarters who will furnish materials and instructions for pledging and will assign the official Greek letter name to the new chapter. (Under no circumstances shall any other name be used.)
 - c. Headquarters shall extend an invitation to each pledge, once the membership fee and the badge/International pin orders have been received.
 - d. A new chapter may be installed and a charter granted when a minimum of fifteen (15) prospective members have been initiated.
 - e. Alpha Delta Kappa members who transfer into the new chapter shall be included as charter members at the time of organization.
 - f. A new chapter shall set up its local organization in accordance with state, provincial or national and International Bylaws.

Contacts for a New Chapter

1. Recommendations from Alpha Delta Kappa members may be the basis for your contacts.
2. If possible, find an educator who qualifies for membership in the new locale and one from an existing chapter to serve as a sponsor. The sponsor will try to attend every meeting throughout the first year for the new chapter. This is a great help in obtaining a list of names for new members, making arrangements for an informal meeting or social affair.
3. Administrative recommendations are helpful. Superintendent of Schools, School Principals and Central Office Supervisory Staff are good resources for potential members.
4. A sustaining member or a former member living in the area may be a valuable resource.
5. Hosting an Alpha Delta Kappa event to celebrate 'excellent programs' in an area of potential growth will also bring out prospective members. School Administrators/Superintendents are always happy to discuss success stories and attached to these successful programs are the people who co-ordinate and implement them. Once the celebration event is over you have a list of contacts!

Informational Meeting

Invite prospective members to an informational meeting where they will have the opportunity to meet one another and meet members of Alpha Delta Kappa.

Leaders for informational meetings should be enthusiastic Alpha Delta Kappa members. They should be well informed and ready to answer all questions.

Presentations should be brief, utilizing a variety of speakers and formats. Make certain all information is accurate. Use the current visuals, scholarship brochures, the Alpha Delta Kappa website, current Alpha Delta Kappa media and the **KAPPAN**.

A focus to always remember:

*** Membership is an honor and a privilege**

The following outline may be useful in planning the content (*Note: this same outline with detailed information may also be found in section 4 Recruitment of this manual*):

I. Our Organization

- A. Purposes
- B. History — brief
- C. Mission Statement
- D. Organizational Levels and Opportunities for Leadership
- E. Excellence in Education Award Program
- F. World Understanding Programs
- G. Scholarships and Grants
 - 1. International Scholarships and Grants
 - a. AΔK-ITE (International Teacher Education Program)
 - b. Regional Professional Development Scholarships
 - c. Regional Mini-Scholarships
 - d. Living Memorial Scholarship
 - e. Agnes Shipman Robertson Memorial Scholarship
 - f. Marie Neal Scholarship
 - g. Alpha Delta Kappa Scholarship
 - h. Maxine B. Pettibone Scholarship
 - i. Future Educator Scholarship
 - j. Fine Arts Grants
 - k. Alpha Delta Kappa Innovation Grant
 - l. Alpha Delta Kappa Classroom Grant
 - m. Excellence in Education Award Program
 - 2. State/Provincial/National Scholarships
 - 3. Chapter Scholarships
- H. Publication
 - 1. **KAPPAN**, membership magazine, which is published six times a year.
- I. Altruistic Projects
 - 1. International Projects
 - a. St. Jude Children's Research Hospital
 - b. Alzheimer's Association
 - 2. Regional Projects
 - 3. State/Provincial/National Project
 - 4. Chapter Projects
- J. S/P/N Conventions and Conferences, Regional Conferences and International Conventions
- K. Alpha Delta Kappa Month

II. Personal Benefits

- A. Friendship and Support of Professional Peers
- B. Professional Development and Personal Enrichment
- C. Opportunities for Publication
- D. Professional Networking
- E. Leadership Development
- F. Honor and Recognition
- G. Group Insurance Programs — including life, professional liability, auto and health
- H. Alpha Delta Kappa Visa Program

III. Commitment: What is expected? What are My Obligations:

- A. Time
- B. Financial
 - 1. Membership Fee
 - 2. Annual Dues
 - a. International dues and publication fees. Membership fee covers the International dues and publication fees for the calendar year member was initiated.
 - b. State/Provincial/National Dues
 - c. Chapter Dues
 - 3. Badge Fee
- C. Member Responsibilities
 - 1. Attendance at meetings
 - 2. Participation on all levels
 - 3. Commit to leadership roles
 - 4. Involvement in chapter activities
- D. Participation on all levels: Chapter, S/P/N, Regional and International

IV. After Informational Meeting

- A. A ceremony for candidates is optional. A ceremony is contained in the Ceremonies; however, you may choose to develop one of your own.
- B. Each individual should write one check for membership and pin/badge fees made payable to Alpha Delta Kappa.
- C. The S/P/N membership consultant or sponsor is to forward completed applications and membership fees immediately to International Headquarters, labeling them “New Chapter for S/P/N, city and country.”
- D. Set the date, time and place for initiation and installation. Provide the information to Headquarters four weeks before the initiation in order for Headquarters to send initiation invitations to the prospective members.

V. Initiation and Installation

- A. Provide items needed for installation. Items needed are the cornucopia, the Greek letters, badge and the Alpha Delta Kappa Ceremonies booklet. Some of these items may be gifts from the S/P/N or chapters.
- B. Conduct the initiation. Optional: Invite family and friends (See Ceremonies booklet).
- C. Conduct the election of officers for the new chapter. If chapter has been formed by colonization or transferring members, remember, "The majority of the elected officers of the new chapter shall be elected from the new charter members." See current International Bylaws, Article IV, Section 2.
- D. Install the officers for the new chapter.
- E. The installing officer should complete New Chapter Installation Form H-108 within 48 hours and send to International Headquarters with any bills and receipts for installation expenses including room rent, catering, mileage, etc. Headquarters must have bills and receipts for all expenditures before reimbursement can be made. See explanation of expenses on page 67.
- F. Sponsoring chapter or installing officer should arrange time for consultation after the installation or perhaps at the first meeting of the new chapter to go over the forms and provide initial fraternity education for the entire chapter.

VI. Follow Up with New Chapter

- A. It is suggested that the installing chapter have an established plan of follow up with the new chapter to perhaps attend meetings, assist with plans, program suggestions and provide additional fraternity education early in the first year. A "big sister" committee should be available to visit the new chapter and provide assistance as may be required by the new chapter.

VII. Responsibilities of Headquarters

- A. Once Application for Establishing a New Chapter has been received, send applications and supplies to new chapter sponsor.
- B. Once applications have been received at Headquarters, assign the Greek letter name to the new chapter and inform new chapter sponsor, International President, International Executive Board Chairman, International Vice President of the Region, International Vice President for Membership and regional membership consultant.
- C. Send an initiation invitation to each prospective member who is approved for membership after receiving the completed application, fees and notification of date, time and place of the initiation and installation.
- D. Send New Chapter Packet with supplies to new chapter president.

After Form H-108, Report of New Chapter Installed, has been received, International Headquarters:

- A. Sends an orientation letter with supplies, Bylaws, Handbook and Membership Development Manual to the president of the new chapter, along with the chapter charter.
- B. Sends newly initiated members their “New Member Packet” containing membership certificate, International Bylaws, Handbook and a memento four to six weeks after receipt.

Expenses

- A. Headquarters will pay the following expenses of a charter chapter:
 - 1. Meeting room rental, if required
 - 2. Refreshments cost (paying for the new prospective members and the initiation team of five (5) Persons). Others in attendance must pay per-person cost. NOTE: Policy prohibits reimbursement of expenses for alcoholic beverages.
 - 3. Flowers, candles and supplies not to exceed \$50.
 - 4. One hotel room for one night for the installation team. (Submit hotel bills with Report of New Chapter Installed H-108.)
 - 5. Mileage at 56 cents per mile for one car, parking and necessary tips and tolls.
- B. All additional expenses are the responsibility of the S/P/N or the new chapter sponsor.

Chapters outside the United States should contact International Headquarters for information on dues, fees and badge prices for that country.

ESTABLISHING A NEW CHAPTER AN ORDERED LIST



New Chapter Development is an ongoing effort for every State/Provincial/National (S/P/N) Membership Committee as Alpha Delta Kappa works to broaden its scope of influence. This should happen on a regular basis.

1. Review Bylaws, Article IV, Section 1
2. Determine feasibility for establishment and growth of chapter.
3. When a chapter or member desires to establish a new chapter, an application letter must be mailed to the S/P/N president and to the S/P/N membership consultant.
4. The S/P/N president and S/P/N membership consultant are to be in charge and to coordinate the process of establishing a new chapter.
5. After contacting S/P/N president and S/P/N membership consultant to discuss feasibility for a new chapter, and gaining approval, proceed to get approval from Alpha Delta Kappa Headquarters.
6. Request Application for Establishing a New Chapter from Headquarters.
7. Complete and return Application.
8. Once Headquarters has approved the application, supplies will be mailed.
9. Collect recommendations for prospective members and send invitations for informational meeting.
10. Conduct informational meeting for prospective members, utilizing current membership brochures and the New Prospective Member PowerPoint available on the International Website.
11. A ceremony for candidates is optional.
12. Distribute Form H-103 Application for Membership to each candidate for membership. Mail completed forms with fees to International Headquarters at least four weeks prior to initiation.
13. Make arrangements for the initiation service and installation of officers.
14. Notify Headquarters of date, time and place of initiation and installation. Headquarters assigns the Greek letter name of the new chapter and sends the initiation invitations to candidates approximately two weeks prior to installation.
15. Congratulatory letters are sent from Headquarters to S/P/N presidents, the regional IVP, and the sponsor.
16. Conduct initiation and installation. Submit Form H-108 Installation of New Chapter, along with receipts for expenses up to \$350 to Headquarters.
17. Headquarters will send a New Chapter Packet and supplies to the new chapter president.

**The nurturing of this new chapter is the responsibility of the
S/P/N Membership Team.**

CHECKLIST FOR NEW CHAPTER FORMATION

Responsibilities of New Chapter Sponsor

- _____ Conduct service for candidates, if desired.
- _____ Review all new chapter forms and materials received from International Headquarters.
- _____ Mail completed applications and fees to International Headquarters. (Make checks payable to Alpha Delta Kappa.)
- _____ Select a date, time and place for initiation. Notify Headquarters.
- _____ Determine who will be responsible and involved in the initiation and installation services.
- _____ Notify S/P/N officers, including S/P/N Membership Consultant, Regional Vice President, and regional membership consultants, of initiation/installation date and extend and invitation to them to attend and/or participate.
- _____ Obtain items needed for initiation/installation.
- _____ Conduct initiation.
- _____ Hold election of officers.
- _____ Install new officers.
- _____ Complete and return Form H-108, Report of New Chapter Installed, to Headquarters, along with bills and receipts for all expenditures.
- _____ Conduct an orientation meeting for new chapter officers.
- _____ Establish a follow-up plan with the new chapter to include:
 - Attending meetings
 - Assisting with plans
 - Offering program suggestions
 - Providing fraternity education
 - Mentoring new officers
 - Hosting a shared meeting

Mail Promptly As Follows:

White - AΔK Headquarters
1615 West 92nd Street
Kansas City, MO 64114-3210
(800) 247-2311

Yellow - State President (U.S. and Puerto Rico)
Provincial President (Canada)
National President
(Jamaica and Mexico)

Pink - KEEP For Your Files



ALPHA DELTA KAPPA

Application For Establishing A New Chapter

STATE/PROVINCE/NATION _____ CITY _____ COUNTY _____

CONTACT PERSON _____ TITLE _____

TELEPHONE () - _____ ADDRESS _____

CITY _____ S/P/N _____ ZIP/PC _____

SPONSORING CHAPTER _____ PROJECTED INSTALLATION DATE _____

NUMBER OF SCHOOLS IN THE PROPOSED CHAPTER AREA? _____

NUMBER OF POTENTIAL MEMBERS TO BE CONTACTED _____

HOW MANY CHAPTERS ARE IN THE AREA? (List the chapter names, number of members in each, and distance from proposed chapter.)

WILL THE FORMATION OF THIS CHAPTER SERIOUSLY REDUCE POTENTIAL FOR MEMBERSHIP IN ANY EXISTING CHAPTER?

WHY SHOULD A CHAPTER BE FORMED IN THIS AREA? Discuss the need, growth potential, level of interest and the continued support the sponsoring chapter will be providing this new chapter. Please attach a second sheet.

S/P/N president's comments: Discuss the need for and support to be given this new chapter. Attach a second sheet for your comments.

As S/P/N president do you recommend the formation of this chapter? _____

Signature of state/provincial/national president _____ Date _____

Headquarters Approval Granted By _____ Date _____

Mail Promptly As Follows:

Attach all receipts and return to AΔK
Headquarters, 1615 W. 92nd St., Kansas
City, Missouri, 64114, ([800] 247-2311)
immediately following installation.

ALPHA DELTA KAPPA
International Honorary Organization
for Women Educators

REPORT OF NEW CHAPTER INSTALLED

New Chapter _____
State/Province/Nation _____ City/County _____

Sponsoring Chapter _____
State/Province/Nation _____ City/County _____

Number Initiated _____ Installation Date _____

LIST NAMES OF THOSE INITIATED IN ALPHABETICAL ORDER

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is this is your complete list of Charter Members? Yes _____ No _____

If not, when do you expect the final installation of charter members to occur? _____

OFFICER NAMES

President:

Treasurer:

Membership

Chairman:

INSTALLATION EXPENSES

- Not to exceed \$350
- Submit bills/receipts

Subtotal _____

Mileage at 56¢ per mile for one car, parking, tips and
tolls _____

TOTAL _____

SIGNATURE OF SPONSOR _____

ADDRESS _____

CITY, STATE/PROVINCE/NATION, ZIP/PO CODE _____



NEW CHAPTER'S EXCELLENCE IN ACTION

The first year for a new Alpha Delta Kappa chapter is an exciting time for the charter members. These ideas for “excellence” will help a new chapter attain the highest of educational standards and fraternal benefits for members. Members of a new chapter are encouraged to do the following:

1. Develop chapter ownership by giving each member some type of responsibility.
2. Work with the sponsoring chapter in planning balanced programs (e.g. excellence in education, professional development, fraternity education, personal growth, world understanding).
3. Partner officers with officers of the sponsoring chapter or a chapter that is geographically close to the new chapter.
4. Send installation photos and accompanying article to the **KAPPAN**. Your chapter will have a valuable archive as well as a vision into the larger organization of Alpha Delta Kappa.
5. Work with another chapter on a common altruistic project. This will build sisterhood, as well as, utilize support from a veteran chapter.
6. Promote bonding among the sisters in your chapter by encouraging social activities in the membership.
7. Review the sustaining members list for your S/P/N in order to determine the presence of unaffiliated members in your area who might be interested in joining your chapter.
8. Participate at the district, state, regional and International levels.
9. Enjoy your Alpha Delta Kappa membership!

CONTENTS OF NEW CHAPTER PACKET

Constitution	H-151 Recommendation Form
KAPPAN	(1) H-133 Report of Initiation (2)
Sample Agenda	1 each of all AΔK Song Sheets
Guidelines for Chapter Treasurer	H-119 Change of Status Report (3)
Sample Budget	AΔK Ceremonies Bylaws (1)
Record Retention Requirements	Handbook (1)
Pearls of Achievement Brochure	Membership Development Manual (1)
International Chapter Brochure	Alpha Delta Kappa Ceremonies (5)
AΔK International Brochure	AΔK Scholarships and Grants Information Sheet
Founders Information Sheet	Regional Scholarship Program Memo
Schedule of Forms	Cover letter for Altruistic Report Form
International Chapter Roster	Helping Others (Altruism)
Guidelines for Historians	Chapter Altruistic Report Form
Guidelines for Written History	AΔK City Sign Illustration & Guidelines
KAPPAN Publishing Guidelines	Alpha Delta Kappa Clip Art Sheet
AΔK Month Suggested Activities	Biennium Clip Art Sheet
Chapter Supply Order Form	
H-103 Membership Application (4)	
H-114 Annual Chapter Highlights Summary (1)	

The chapter president should go over the contents of the packet and distribute the following to:

Chapter Treasurer

Guidelines for Chapter Treasurer Sample Budget
Record Retention Requirements (1)

Chapter Membership Chairman

New Member Process
H-151
H-103
H-133
Membership Development Manual

Chapter Corresponding Secretary

H-114

Chapter Historian

Guidelines for Historians
Guidelines for Written History

Sample Letter Inviting Women Educators to an Informational Meeting

Alpha Delta Kappa An Honorary Organization for Outstanding Women Educators

Date _____

Dear _____:

Alpha Delta Kappa is an international honorary organization for women educators who are united in the common goals of educational excellence, altruism, and world understanding. With more than 30,000 members across the United States and abroad, we accomplish much. Many outstanding women reflecting almost every curriculum area, grade level, and educational position are currently active in _____ Alpha Delta Kappa.

I am pleased to tell you that you have been recommended for membership in Alpha Delta Kappa. I am writing now to let you know about an organizational meeting to be held _____ for you and other outstanding professional educators who have also been recommended. The meeting will give you a chance to ask questions and to meet some current members. Your attendance, of course, will in no way obligate you to affiliate with Alpha Delta Kappa.

I hope you will plan to join other outstanding women on _____ to learn more about the benefits and the honor of membership in Alpha Delta Kappa.

In the interim, please feel free to explore our International web site at www.alphadeltakappa.org and to email me at _____ or phone me at _____, if you have questions. I look forward to meeting you.

Sincerely,

Membership Chairman

_____ Chapter

_____ Alpha Delta Kappa

Enclosures:

Brochure entitled "Alpha Delta Kappa International Organization for Women Educators"

Above is a sample letter inviting women educators to an informational meeting. The letter without the enclosure may be sent as an email and a hard copy mailed with the enclosure.

Alpha Delta Kappa
An Honorary Organization for Outstanding
Women Educators

Date _____

Title and Name, Superintendent

Name of School system

Address _____

Dear _____:

Alpha Delta Kappa, an international honorary organization for women educators, has selected city/county as the location for our newest chapter. Our organization seeks to recognize women who have proven to be outstanding professional educators.

Alpha Delta Kappa not only promotes excellence in education and world understanding but also sponsors altruistic projects in the community and internationally. First, through its international altruistic projects, it has contributed over one million dollars to St. Jude Children's Research Hospital in Memphis, Tennessee, Susan G. Komen for the Cure in Dallas, Texas and the Alzheimer's Association in Chicago, Illinois. Secondly, Alpha Delta Kappa biennially awards over a quarter of a million dollars through its ten scholarship programs. The many lives these scholarships have enriched are testimony to the collective efforts of Alpha Delta Kappa.

We believe that you or your designee would be able to recommend names of highly qualified women who we could invite to discuss the benefits of membership. We will contact you soon to answer any questions and to obtain names of teachers and administrators you feel are deserving of this recognition.

Sincerely,

Your name, title/chapter

E-mail Address

Telephone Number

Enclosures:

Invitation to meeting

Brochure entitled "Alpha Delta Kappa Windows of Opportunity"

Above is a sample letter to superintendent in proposed expansion area.

Alpha Delta Kappa
An Honorary Organization for Outstanding
Women Educators

Date _____

Dear _____:

Alpha Delta Kappa, an international honorary organization for women educators, has selected city/county as the location for our newest chapter. Our organization seeks to recognize women who have proven to be outstanding professional educators. The honor of membership has been extended to outstanding qualified women in _____.

Alpha Delta Kappa not only promotes excellence in education and world understanding but also sponsors altruistic projects in the community and internationally. First, through its international altruistic projects, it has contributed over one million dollars to St. Jude Children's Research Hospital in Memphis, Tennessee, Susan G. Komen for the Cure in Dallas, Texas, and the Alzheimer's Association in Chicago, Illinois. Secondly, Alpha Delta Kappa biennially awards over a quarter of a million dollars through its ten scholarship programs. The many lives these scholarships have enriched are testimony to the collective efforts of Alpha Delta Kappa.

I am enclosing a brochure containing information about Alpha Delta Kappa.

Sincerely,

Your name, title/chapter

E-mail Address

Telephone Number

Enclosures:

Brochure entitled "Alpha Delta Kappa Windows of Opportunity"

Above is a sample letter to principals in proposed expansion area.

NEWS RELEASES

News releases may be accepted by some newspapers and not by others. Before preparing a news release, call your local newspaper and ask for specific instructions on how to place your news release and for appropriate deadline information.



News releases should be typewritten; double-spaced and should include the name, e-mail address and telephone number of a contact person. Your news release will be more likely to be published if you include a photograph, either color or black and white.

Sample News Release Announcing the Establishment of a New Chapter

Contact: _____ (Your Name)
 _____ (Mailing Address)
 _____ (City, S/P/N, Zip Code)
 _____ (Phone Number)

FOR IMMEDIATE RELEASE

_____ (City or Area) Selected As Site For Educators' Organization

(CITY, S/P/N) — Alpha Delta Kappa, an international honorary organization for women educators, has selected _____ (city or area) as the location for a new chapter.

_____ (Number invited) local educators have been invited to an informational meeting which will be held at _____ (Place), _____ (Address), on _____ (Date) at _____ (Time). _____ (Local Person's Name) will serve as hostess for the event.

Alpha Delta Kappa not only promotes high standards in education, but it also sponsors altruistic projects both in the community and internationally. In addition to funding an extensive scholarship program, the organization also has given more than a million dollars during the past 10 years to St. Jude Children's Research Hospital, Susan G. Komen for the Cure and the Alzheimer's Association.

Tentative plans call for the chapter to be installed on _____ (Date). It will become one of more than 1,200 chapters in every state and Puerto Rico and around the world in Australia, Canada, Jamaica and Mexico.

Sample News Release Announcing Election of Officers of a Newly Established Chapter

Contact: _____ (Your Name)
 _____ (Mailing Address)
 _____ (City, S/P/N, Zip Code)
 _____ (Phone Number)

FOR IMMEDIATE RELEASE

Officers Elected for New Educators' Organization

(CITY, S/P/N) _____ (Chapter Name) _____ Chapter of
 Alpha Delta Kappa recently announced that the following women educators have been elected to
 office in the newly established chapter:

President _____, (Name of position, school or department);
 President-Elect _____, (Name of position, school or department);
 Recording Secretary _____, (Name of position, school or department);
 Corresponding Secretary _____, (Name of position, school or department);
 Treasurer _____, (Name of position, school or department);
 Historian _____, (Name of position, school or department);
 Sergeant-at-Arms _____, (Name of position, school or department);
 Chaplain _____, (Name of position, school or department)

Alpha Delta Kappa is an international honorary organization for women educators. Headquartered in Kansas City, Missouri, the professional organization has more than 30,000 members in more than 1,200 chapters located in towns and cities in every state and Puerto Rico and around the world in Australia, Canada, Jamaica and Mexico.

page 2 — _____ (Chapter Name) Officers Elected

Around the world, Alpha Delta Kappa members combine their energies and talents to enrich their lives and the lives of others through thousands of heartwarming, community-based altruistic projects. In the past two years alone, Alpha Delta Kappa members have given at the grassroots level more than 7.7 million dollars in monetary gifts, more than 2.2 million dollars in scholarships and have provided more than 1.8 million hours of volunteer service to their communities.

(Include a photo of the newly elected officers, complete with a caption identifying everyone in the photo from left to right, front row and back row.)

NEW MEMBER INFORMATION PROFILE
For chapter use only.

Name _____

Address _____

Home Phone _____ Cell _____

E-mail _____

School Name /Grade or Department _____

Principal/Supervisor _____

Work Address _____

Work Phone Number _____

Family _____

Interests _____

Section 6 • MEMBERSHIP DEVELOPMENT AWARDS



A wide variety of awards has been developed to recognize membership development. Where practical and possible, recognition will be given to award winners at regional conferences and International conventions. The **KAPPAN** will announce, when possible, award recipients.

Alpha Delta Kappa may offer the following awards:

Chapter Incentive Awards

The following incentive awards are designed to assist chapters with membership development.

- **Annual Membership Campaign**

Each year there is a campaign for chapters to initiate/reinstate one or more new members during a set time period, usually January 1 through April 15. Details of the campaign are announced in January and can be found on the Alpha Delta Kappa website.

All chapters that initiate/reinstate one or more members will be entered into a state/provincial/national (S/P/N) drawing for a stipend toward the upcoming International Convention or regional conference registration.

- **Pearls of Achievement Awards**

This annual award recognizes those chapters who implement the principles of sound membership development through effective communication of recruitment, retention; organization and Chapters earn “pearls” from June 1 through May 31 of each year. One “pearl” is awarded for the attainment of specific criteria.

Chapters are recognized annually with a “Pearls of Achievement” certificate and the specific “pearl” designation earned by each will also be posted on the Alpha Delta Kappa website under the membership heading.

Chapter and state/provincial/national presidents will receive brochures detailing this award program in the Chapter President’s Supply packet. Information may also be obtained from the website or International Headquarters.

- **Chapter or State/Provincial/National Awards**

Chapters and S/P/Ns are encouraged to establish their own set of awards within their group to recognize individual achievement/involvement in the area of membership development. Recognition is one of the most important motivators of individuals. Don’t forget to privately and publicly recognize achievers in chapter, S/P/N, and regional newsletters and websites.

Net Growth Awards

- **S/P/N Positive Net Growth** certificates are awarded annually to all states, provinces and nations that achieve positive net growth at the S/P/N level as of May 31.
- **Regional Certificates** are awarded annually to the state/province/nation in each region with the largest net growth for the region as of May 31.
- **International Certificate** is awarded annually to the state/province/nation with the largest net growth for all states/provinces/nations as of May 31.

New Chapter Development Awards

- **Regional**—Certificates are awarded annually to the state/province/nation in each region that has added the most new chapters as of May 31.
- **International**—One certificate is awarded annually to the state/province/nation that has added the highest number of new chapters as of May 31.
- **Certificates of Merit** may be awarded to provide special recognition for exemplary success in chapter development.

Membership Service Awards

First awarded at the 1994 Regional Conferences, the Membership Service Award recognizes Alpha Delta Kappa members who have demonstrated outstanding dedication to membership development. Members are recognized annually for this award.

- At **Regional Conferences**, state/provincial/national membership consultants are recognized with this award by receiving the Membership Award Pin. Previous recipients of this award will receive a certificate of recognition, if again awarded this recognition.

At **International Conventions**, the Membership Service Award is given to one member nominated by each state/provincial/national executive board in recognition of past or current success in membership development.

SECTION 7 • “GOOD IDEAS” FOR RECRUITMENT AND RETENTION



This section is designed to provide a place for you to collect “Good Ideas” from other chapters.

Today’s busy Alpha Delta Kappa member does not have time to “reinvent the wheel.” For this reason, you are encouraged to evaluate the recruitment and retention efforts of your sister chapters, modify their ideas to fit your chapter and implement the new idea.

The ideas which will make up this section will come from you. So, when you’ve had success with a particular recruitment or retention technique or tool, share it with others by sending it in writing to International Headquarters. The “Good Ideas” will be compiled and distributed through the **KAPPAN**, the Alpha Delta Kappa website (under the “Member Center” tab) and supplements to this manual.

Whether it be an idea to keep your current members interested or an idea to recruit new members, you’re sure to gain a lot from this section!

Notes of “GOOD IDEAS”

Notes of “GOOD IDEAS”

Notes of “GOOD IDEAS”

Copy and distribute to each member at the beginning of the chapter year.



MEMBER'S GUIDE

Name _____ Date of Initiation _____

Purpose: This visual record may remind you of the many opportunities available for involvement in Alpha Delta Kappa. Actively participating in the activities of your sorority will benefit you, your sisters and your community. Please record this for consecutive years.

	YEAR _____	YEAR _____
Number of chapter meetings attended		
Paid dues before deadline		
Participated in altruistic/fundraising projects		
Participated in chapter service projects		
Read publications		
Attended district meeting (if applicable)		
Attended S/P/N convention		
Attended regional conference		
Attended International convention		
Other Leadership:		
• Served on a chapter committee		
• Served as a buddy/mentor		
• Served as a chapter committee chairman		
• Served as a chapter officer		
• Served beyond chapter level		
Sponsored a new member		
Goals: Service at other levels		
District		
State/Provincial/National		
Regional		
International		

What benefits have you enjoyed as a member of Alpha Delta Kappa? Check all that apply:

___ Fraternal Fellowship, year: _____ ___ Leadership Development, year: _____
 ___ Altruism, year: _____ ___ Personal Enrichment, year: _____ ___ Friendship, year: _____
 ___ Scholarship, year: _____ ___ Professional Development, year: _____
 ___ Other, year _____: _____

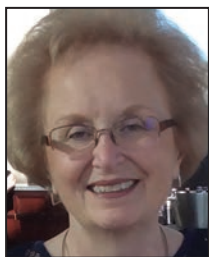
MY ALPHA DELTA KAPPA EXPERIENCE

The Sisters I Have Because of AΔK

By Linda Chambers, International Executive Board

I grew up as an only child in the western North Carolina Mountains. When I was 11, my baby brother arrived. He was, and is, a special and loved member of our family. I didn't even realize the absence of sisters until much later in my life.

I left our small mountain town for a college in a large city, and I still live in that city: Atlanta, Georgia. I married, and after teaching eight years became a member of Alpha Delta Kappa. My career in education



Linda Chambers

was in a large metropolitan school system. Because of student population growth, new schools were opened nearly every year, and my circle of teacher friends was often disrupted. Whom did I stay in touch with? My AΔK teacher friends! Our monthly meeting was a constant in our lives. We invited teachers into membership because they were outstanding educators as well as friends we

wanted to continue to enjoy, even when working in many different schools and school systems.

Today, as a 39-year member of AΔK, I can honestly say that my best friends are my AΔK sisters. They are the sisters I have because of my AΔK membership. Yes, they are my sisters "of a different mother," but they are my sisters. Who else could give me such encouragement, love and support when I need it?

- I'm in the grocery store. As I prepare to exit, I have no car keys. I remember having them in the store, so where are they? I'm afraid someone will drive off in my car. What can I do? I call my sister for help. She rescues me. Thanks, Debbie!
- Before his death, my husband was hospitalized for 12 days. As many wives do, I "lived" at the hospital. Who sat with me during these hard times? My AΔK sisters! Thank you, Mary Lou and June, and many others. And thanks to Terry for continuing to remember my wedding anniversary every year.
- Last year I had major surgery and needed to spend a few weeks in rehab after I left the hospital. The day I came home, my chapter president was at my door bringing dinner, and she joined me for a wonderful meal. Thanks, Cathy!
- I would be remiss without mentioning a sister now in Omega Chapter. She was as close as any sister could be. We lived life together. I'll always remember my sister Gayle.

"As a 39-year member of AΔK, I can honestly say that my best friends are my AΔK sisters. They are the sisters I have because of my AΔK membership. Yes, they are my sisters 'of a different mother,' but they are my sisters. Who else could give me such encouragement, love and support when I need it?"

Where would I be today without my AΔK sisters? Oh, I would still be living in Georgia enjoying a busy retiree's life, but I would be missing a richness in that life, and I wouldn't have sisters all over the world of AΔK. I have had many great opportunities through my service and leadership roles. I have learned a tremendous amount about myself. I used to take pride in speaking without an accent. As I said that to the Arizona Executive Board, my sisters filled the room with laughter. Well, maybe I have a small accent.

I have enjoyed learning with my AΔK sisters serving as my teachers. I would never have seen a sandhill crane without an introduction from my Nebraska sisters. I wouldn't have known a "duck" was much more than a flying fowl without instruction from Bev in Oregon. Angela from Arkansas taught me there were two Agnes Robertsons in the Mount Moriah Cemetery. (I was happy to note there was only one Agnes Shipman Robertson!) Irene from Hawaii taught me the value of dressing in layers, especially when traveling to Kansas City in February. Yes, the old adage is true: Once a teacher, always a teacher.

What does a woman do if she doesn't have a sister? What does an educator do if she doesn't have an AΔK sister? She misses joy, camaraderie and adventure. She misses someone with similar interests. She misses someone with shared experiences—a shared history. She misses that comfortable knowledge that a sister will ring her doorbell in times of need, or when a partner in adventure is needed.

Do you have an appreciation for AΔK sisterhood? Have you invested in the life of a fellow educator? Do you have friends you would like to have by your side as you enjoy the fellowship of this sisterhood? Have you invited outstanding educators into membership in this prestigious organization? If not, why are you waiting? ▲

SAMPLE

Alpha Delta Kappa

Chapter Membership Development Plan

Recruitment Goals

- Encourage sharing of strategies between chapters with inactive members.
- Invite potential pledges to informative programs and altruistic activities.
- Invite former member(s) who resigned to be reinstated.
- Recruit younger potential members as the chapter has many retired members.
- Determine the balance of educators at the different levels and recruit accordingly.
- Recruit members from schools not represented in the chapter.
- Recruit members from schools with only one member represented in the chapter.
- Strive for a positive net growth rate.
- Recruit new members to equal the number of chapter members who have resigned or relocated.
- Consider starting a new chapter in the State/Province/Nation.

Obtaining Names of Prospective Members

- Work with suggestions of present chapter members.
- Have current members submit names, including current or former teachers of children and grandchildren.
- Discuss a list of prospective members.
- Monitor publications featuring outstanding educators.
- Seek prospective members through personal contact, letters and phone calls.
- Obtain names more easily as the result of increased visibility of Alpha Delta Kappa through altruistic and professional development activities.

Balancing Chapter Membership

- Conduct a chapter needs assessment.
- Expand territory to include teachers from several districts.
- Consider areas of interest for prospective members.
- Look at public and private schools in the chapter's area which are not represented in the chapter.

Reaching Out to Former Members

- Ask former members who resigned to be reinstated.
- Keep in touch with members who are active on leave or who have resigned.
- Consider prospective members who previously were unable to join.
- Maintain contact with members who have resigned.

Educating Prospective Members

- Conduct an orientation meeting for prospective members.
- Hold an informational meeting.
- Invite prospective members to an event through the use of personalized letters and/or email communication.
- Send newsletters to prospective members . . . information about planned events.

Getting to Know Prospective Members

- Invite prospective members to Founders' Day Celebrations.
- Invite prospective members to chapter meetings.
- Plan an ice cream social, coffee and/or holiday social for prospective members.
- Invite potential members to joint sister tea with nearby chapter(s)/parent chapter(s).
- Invite prospective members to chapter fund-raisers.
- Invite prospective members to chapter holiday program/dinner.

Retention Goals

Communication

- Keep all members informed.
- Use Facebook and texting to remind members of meetings and/or activities.
- Maintain contact with members.
- Keep in touch with members during the summer.
- Send a monthly newsletter to inform members of programs, etc.
- Acknowledge illnesses, celebrations and achievements in newsletters.
- Include information about chapter members and Alpha Delta Kappa activities in newsletter.
- Send postcards, or use electronic media or a telephone tree to remind members of meetings, events and/or activities.
- Show an interest in all members through the use of the phone, notes, e-mail, cards and newsletters.
- Send holiday, birthday, get well, sympathy and thinking of you cards to members.
- Contact members absent from meetings personally.
- Contact each member personally who resigns or is close to being dropped due to nonpayment of dues.
- Maintain contact with members during the summer.
- Share concerns and ideas with members.
- Maintain contact with members on leave.

Programs/Activities

- Have a variety of programs and activities.
- Plan interesting programs to appeal to members' personal and professional desires.
- Plan programs that are interesting, informative and educational.
- Poll members about programs they'd be interested in having.
- Involve all members in developing programs and planning activities.
- Reassess members' needs each year.
- Have all members participate in activities.
- Have members present programs.
- Vary activities to include a broad range of interests.
- Conduct activities that enable members to get to know each other better.
- Plan a summer meeting to establish a monthly schedule for effective meetings for the coming year.
- Plan more hands-on altruistic projects which require members working together.
- Incorporate fraternity education as an ongoing activity.
- Conduct brief and interesting mixers/icebreakers to promote fraternal fellowship.

Attendance

- Increase attendance of members at chapter meetings.
- Increase attendance of members at regional conferences as well as at state/provincial/national and International conventions.
- Establish and use a phone tree.
- Use social media such as texting, Facebook, twitter, etc.
- Contact members who have not been attending meetings.
- Increase participation at district, state and International functions
- Offer to assist members with transportation to meetings.
- Have the president/corresponding secretary send letters/notes/cards to absent members.
- Have incentives for members who maintain 100% attendance at chapter meetings each year.

Meetings

- Involve all members in activities.
- Allow time for fellowship.
- Encourage participation of all members.
- Make meetings meaningful and conduct business concisely.
- Conduct efficient meetings.
- Start and end meetings on time.
- Vary meeting days and times to accommodate schedules.
- Provide time for fraternal fellowship.
- Create a buddy system.

Membership

- Work with other local chapters.
- Limit drop outs.
- Retain current members.
- Assign big sisters to nurture and support.
- Provide recognition for accomplishments.
- Provide mini-grants to be used in the classroom or for professional development.
- Provide information about membership options to members who may need them.
- Recognize members' professional and personal achievements.
- Utilize the strengths of all members.
- Involve all members.
- Have each member who is not an officer serve on a committee.
- Educate new members about the responsibilities and obligations of Alpha Delta Kappa members.
- Remind uninvolved members of their membership obligation.
- Suggest alternatives to active membership (active on leave or limited) when appropriate.
- Provide each member with a new membership notebook.

“Strategies for Success”

RECRUITMENT

- a. Generate a list of outstanding educators, who are qualified for membership. Hold a special event — e.g. informational tea, wine and cheese: “An Afternoon Affair” — to send the message that our organization is a very special organization. Follow up with invitations to visit the chapter.
- b. Maintain contact with chapter or S/P/N scholarship winners.
- c. Educate prospective members on responsibilities and benefits of membership.
- d. Follow the Membership Development Manual (MDM) in establishing new chapters. Having a chapter in close proximity to sponsor and mentor the new chapter is essential.
- e. Present award to chapter(s) who add the most new members during the biennium.
- f. Use Chapter Self Assessment.
- g. Award presented to sister who sponsors the most new members during the biennium.
- h. Include a membership article in each S/P/N newsletter.
- i. Use a variety of electronic media (including video/DVD) from chapter activities to share with prospective members.
- j. Encourage each member to bring in an additional new member before retiring.
- k. Each chapter member is responsible for inviting and mentoring a prospective member.
- l. Initiate several members at one time.
- m. Promote scholarship opportunities as a member benefit.
- n. Publicize noteworthy chapter activities (e.g. altruistic, individual honors, scholarship).
- o. Share the **KAPPAN** with other educators.
- p. Sponsor a special Alpha Delta Kappa Day at school(s) — perhaps during Alpha Delta Kappa Month or Teacher Appreciation Week. Furnish staff with baked items/apples. Have information about what the local chapter does (scholarships, altruistic projects) and additional membership information.
- q. Monitor new teacher hiring – provide information about Alpha Delta Kappa when the time comes. Consider “adopting” a new hire.
- r. Take part in Professional Day booth at local functions (malls/fairs).
- s. Send notes of congratulations to educators and receiving special awards, grants, with brochure and membership information.
- t. Have a program of interest – open up to others within your district – have membership information available.

RETENTION

- a. Make monthly meeting enticing and worthwhile.
- b. Maintain good channels of communication.
- c. Recognize members' successes and acknowledge members' talents.
- d. Hold membership sessions at district and S/P/N meetings/workshops.
- e. S/P/N president sends letters of recognition to chapters initiating new members.
- f. Establish a chapter phone tree to keep members informed.
- g. Keep members informed through chapter newsletter.
- h. Sing "Lamp of Alpha Delta Kappa" at meetings.
- i. Write short messages on cards which are then sent to absent members.
- j. Adopt buddies within the chapter.
- k. Deliver an object, such as a lamb if chapter is Lambda, to the home of an absent member who MUST bring it to the next meeting.
- l. Vary meeting times to meet members' needs.
- m. Invite husbands or significant others to a meeting (e.g. "sweetheart" meeting in February) to let them know what Alpha Delta Kappa is all about and/or thank them.
- n. Establish Support System Committee as needed. (e.g. provide meals, transportation, child care.)
- o. Include a membership article in each S/P/N newsletter.
- p. Vary seating to facilitate interaction. Select "secret sisters" and run for the school year — reveal names at an end-of-the-year social (dinner, picnic, covered dish).
- q. Spotlight sisters in chapter newsletter or at monthly meetings.
- r. Recognize perfect or nearly perfect attendance.
- s. Have a special sharing of talents at a chapter meeting, such as covered dish (publish recipes and give booklet to members) or craft (print up for classroom of personal lesson ideas — use for exchange).
- t. Celebrate monthly "good news" (birthdays, births — children and grandchildren, awards) with cards and announcements.

REINSTATEMENT

- a. Stay in touch with former members through newsletters, email or personal contact.
- b. Invite former members to attend special meetings, anniversary celebrations or Founders' Day events.
- c. Reach out to members whose "life style" has changed, i.e., the children are grown, they are no longer their parents' caregiver, retirement has allowed them more time to be involved, etc.
- d. Reach out to members whose chapters have disbanded.

REVITALIZATION

- a. Hold a special event.
- b. Encourage buddy chapters.
- c. S/P/N officers visit chapters and are available for help.
- d. S/P/N executive board intervention with chapters that have questionable long-term viability.
- e. Chapter president sends letter to members asking for renewed commitment.
- f. Poll members annually re: meeting times, dates, places, program interests.
- g. Use Chapter Self Assessment (Section 4).
- h. District officers visit with a chapter in need.
- i. Establish an award for chapter excellence.
- j. Email or copy and distribute the S/P/N newsletter for chapter members.
- k. Email and distribute the chapter newsletter.
- l. Bolster communication by using e-mail, texting Facebook, tweets, etc.
- m. Encourage each member to bring in an additional new member before retiring.
- n. Assign each member a responsibility for planning a chapter program.
- o. Show appreciation to individuals serving in leadership positions.
- p. Maintain contact with Fidelis chapters.
- q. Email S/P/N newsletter and regional newsletter to members. Every member needs to be informed and kept up to date.
- r. Select “secret sisters” and run for the school year — reveal names at an end-of-the-year social (dinner, picnic, covered dish).
- s. Spotlight sisters in chapter newsletter or at monthly meetings.
- t. Recognize perfect or nearly perfect attendance.
- u. Have a special sharing of talents at a chapter meeting, such as covered dish (publish recipes and give booklet to members) or craft (print up for classroom of personal lesson ideas — use for exchange).
- v. Celebrate monthly “good news” (birthdays, births — children and grandchildren, awards) with cards and announcements.



Alpha Delta Kappa

Certificate of Appreciation

Thank you for sharing
Alpha Delta Kappa
with someone who is
now our sister. Your
efforts guarantee the
continuity of this great
organization. Hold
hands with her as she
grows in
Alpha Delta Kappa.

Chapter Membership Chairman

Chapter President

SECTION 8• OTHER TYPES of CHAPTER ORGANIZATION



In recent years, many changes have occurred in our chapters that have warranted the need to think of alternative methods to organize our chapters. This section will detail the three types of programs that are available.

- 1) Chapter Organization Alternative Program (COAP)
- 2) Fidelis Partnership Program
- 3) Merging Chapters



CHAPTER ORGANIZATION ALTERNATIVE PROGRAM

There is currently a moratorium on the formation of Fidelis chapters. To meet the needs of some chapters and sisters seeking to form a Fidelis chapter, this program has been developed.

PURPOSE:

To offer a program which would:

1. Assist chapters in meeting the needs of both retired members and those who are actively teaching;
2. Permit the chapter to remain one entity while allowing the retired members to plan alternative meeting times and programs that better meet their needs and interests.

OPERATING PROCEDURES:

1. This is a voluntary project. To be considered for this program, a chapter must have a sufficient number of members so that when the retired sisters group is formed, the portion of the chapter from which the chapter officers will come will have no fewer than fifteen (15) members.
2. The retired sisters shall operate as a group within the structure of the regular chapter.
3. If chapter members are interested in the program, the chapter president shall contact Headquarters for further information. Headquarters staff shall send a packet of materials, including the application form. The chapter president and the representative of the retired group shall complete, sign and return the application form to Headquarters within thirty days from the date of contact with Headquarters.
4. Headquarters shall contact the chapter president to verify receipt of the application and grant permission to proceed with the program.
5. Headquarters shall forward an agreement form to the chapter president for both the chapter president and the representative of the retired group to sign. The signed agreement shall be returned to Headquarters within 10 days.
6. Headquarters shall send a copy of the approved application and signed agreement form to the IVP for Membership, the regional IVP, the regional membership consultant and the S/P/N president and S/P/N membership consultant.

GUIDELINES:

1. Upon approval from Headquarters the retired members shall form a group within the structure of the regular chapter.
2. The retired members group shall have nine (9) meetings a year with a minimum of three (3) of the nine (9) with the chapter; however, the six (6) other meetings need not be limited to the chapter's school-year time frame.
3. One member of the retired group shall be elected by that group to serve as a liaison to the chapter's executive board.
4. The responsibilities of the elected liaison of the retired group are:
 - A. To sign the application form and agreement form;
 - B. To attend the chapter executive board meetings;
 - C. To be the liaison between the chapter and the retired members, informing them of decisions and activities of the chapter and vice versa;
 - D. To plan the meetings/programs for the year with the retired members.
5. The responsibilities of the chapter are:
 - A. To sign the application form and agreement form;
 - B. To collect and submit chapter, S/P/N and International dues and publication fees from the retired group;
 - C. Finances/Expenses shall be worked out cooperatively between the two groups;
 - D. To fill out all forms related to chapter members, including the retired group;
 - E. List the retired members in the chapter's roster;
 - F. To communicate with the retired members through the liaison, informing them of chapter events and activities;
 - G. To make all members feel welcome whenever they attend chapter meetings;
 - H. To work cooperatively with all members to promote and support Alpha Delta Kappa;
6. The responsibilities of the retired members group are:
 - A. To elect a liaison to attend the regular chapter executive board meetings;
 - B. To determine if additional officers are needed to fulfill the group's needs;
 - C. To plan meetings and programs for their group;

- D. To pay the required dues and fees to the chapter treasurer. Finances/Expenses shall be worked out cooperatively between the two groups.
- E. To work cooperatively within the entire chapter to promote and support Alpha Delta Kappa;

Accompanying documents:
Application form Agreement
form



CHAPTER ORGANIZATION ALTERNATIVE PROGRAM AGREEMENT

(Complete and return within 10 days to Alpha Delta Kappa, 1615 W
92nd St, Kansas City, MO 64114)

S/P/N

Chapter Name

Chapter President:

First

Middle

Last

Address

City S/P/N Postal Code

Email Phone

Retired sister representative:

First

Middle

Last

Address

City S/P/N Postal Code

Email Phone

On behalf of the chapter, our signatures indicate that we will follow the Purpose, Guidelines and
Operating Procedures established by Alpha Delta Kappa for this program.

Chapter President

Retired sister representative

Date



CHAPTER ORGANIZATION ALTERNATIVE PROGRAM AGREEMENT

(Complete and return within 10 days to Alpha Delta Kappa, 1615 W
92nd St, Kansas City, MO 64114)

S/P/N

Chapter Name

Chapter President:

First

Middle

Last

Address

City

S/P/N

Postal Code

Email

Phone

Retired sister representative:

First

Middle

Last

Address

City

S/P/N

Postal Code

Email

Phone

On behalf of the chapter, our signatures indicate that we will follow the Purpose, Guidelines and Operating Procedures established by Alpha Delta Kappa for this program.

Chapter President

Date

Retired sister representative

Questions and Answers about the Chapter Organization Alternative Program

These questions were answered by Barbara Haney, 2013-2015 International Bylaws Chairman. Barbara has served two terms as Virginia Treasurer and Virginia Financial Advisor and is a member of Virginia Mu chapter. Several years ago members of Virginia Fidelis Gamma joined Virginia Mu chapter and the Chapter

Organization Alternative Program was implemented. Barbara has acted as one of the liaisons between the “day timers” and the “night timers.” Barbara stressed, **“I think the key thing that needs to be emphasized is that the day timers are a full part of the chapter but just decided to meet during the day and let the younger members take care of all of the reports and documentation at their night time meetings.”** Barbara’s responses to the questions are in italics.

1. **Will we need to include the day group meeting information on the H-114 Chapter Highlights report regarding meeting attendance, programs, altruistic activities, etc.?**

Yes, we do turn in attendance for each meeting to the secretary and she turns it in as a part of the chapter reports. Even if you have a daytime group they are still fully a part of the chapter with all rights of membership. We vote on budget, officers, new members, etc. at our meetings. We put our programs in the chapter handbook and we put our altruistic activities into the mix. Sometimes our programs give the chapter representation in categories such as world understanding that the night timers might not have had. We do fraternity education. Our meetings are not as formal as the nighttime meetings unless we do have business to take care of. We ask someone to do the devotion/blessing as most daytime meetings are at a restaurant or in a home. For our 3 joint meetings we usually choose the September organizational meeting, the Christmas get together at a member's home and the final meeting of the year which on alternate years is installation of officers. Liaisons are installed along with the other officers. Sometimes we have two meetings a month (one of the three joint meetings plus our daytime meeting. We have a regularly scheduled meeting date but are flexible because we sometimes join with other groups, such as a woman's club, if they have a good program of interest to the daytime group. We generally do not meet in January as this is a time of travel and also because of the threat of inclement weather. One year we did not meet in January or February but met in June. Also we have had our first meeting in August. As day timers you are quite flexible in where and when you meet and do have the entire year.

2. **Will the day group’s programs planned and meeting minutes have to be submitted for state points along with the night group meeting minutes and programs?** (This is a state issue-not international—but am including it here for future planning)

Our minutes are included with the minutes from the nighttime meetings, as we take most of the same actions. Sometimes we do not have formal minutes as we do not have a formal business meeting (no official actions). In that case we just give the date we met, number in attendance, the program, and say that announcements were made. It is up to the nighttime group’s secretary to put it in the minutes and report.

3. **Will altruistic records and money collected by the day group need to be submitted to the treasurer of the parent chapter?**

Yes, you would follow all of the same procedures as the parent group for everything, including altruistic donations since you are a part of the chapter. Really the greatest difference is that the day time group does not have to file any of the reports for any activity. They just give the minutes, attendance, monies collected, etc. to the appropriate officer, or committee chairman.

4. **Can the liaison for the day group be responsible for submitting altruistic money collected?**

Yes, that is really part of your duties as liaison to report attendance, give minutes, report results of votes, and turn over monies collected.

5. **Will the Altruistic chairman for the parent chapter need to include altruistic activities from the day group in the altruistic report for the parent chapter?**

Absolutely as you are a part of the chapter, a vital part I might add. Daytimer's altruistic activities and volunteer hours benefit the whole chapter and are included on the chapter's altruistic report. Many of us attend both the day time and night time groups so do not get a vote both times!

6. **Can the liaison for the day group assist with collecting dues and getting them to the treasurer of the parent chapter?**

Yes, that is a big help to the chapter treasurer. Our treasurer gave me money envelopes and cards for members to fill out when they had money to turn into the chapter. I simply gave the completed envelopes to the treasurer and she handled it from there. The envelopes might contain money to pay for Founders' Day celebration, donations for a altruistic project (both cash and items), dues or anything that might be collected at the night time meeting.

7. **When considering a quorum (for bylaws) we would like to state the quorum in terms of the night group/parent chapter (since we are considering that the day group sisters will not vote on night group issues). Are there any international regulations regarding setting of the quorum number?**

Both day timers and night timers would vote on issues such as budget, bylaws, policies and procedures, officers, new members, etc. You are free to set the quorum (per Robert's Rules of Order) at any number you want. We consider limited members, day timers who cannot get out to night meetings and our normal attendance at nighttime meetings in setting our quorum. It does not have to be 50% plus one of your total chapter membership. It is what you set in your chapter bylaws and/or chapter policies and procedures manual.

8. **Would we need a separate quorum for the day group?**

No, you count in the group quorum as you have the right to vote on all issues (Bylaws, policies and procedure, budgets, officers, new members, etc. and they are added to the totals of the chapter.)

9. **Sometimes our day timers group comes up with a suggestion on which we vote and then the liaisons take it to the night timers meeting. It is good to have two liaisons as one may not be able to attend all nighttime or daytime meetings.**



FIDELIS CHAPTER PARTNERSHIP PROGRAM GUIDELINES

In an effort to assist Fidelis chapters with membership, International Chapter has formulated a program of procedures and guidelines for Fidelis and regular chapters to form a partnership. There are Fidelis chapters, by virtue of their membership, that lose more members per year than they gain by transfer. By partnering, the Fidelis members would be part of the regular chapter, but have their own group to plan meeting times and programs.

PURPOSE:

To offer a program which would:

1. Assist a Fidelis chapter to form a partnership with an existing regular or mother chapter;
2. Permit the Fidelis chapter to become a partner with a regular chapter (non-Fidelis chapter) but still allow the Fidelis members to plan their own meeting times and events to fit their needs;
3. Encourage the cooperation between the regular chapter and the Fidelis chapter to fulfill the needs of the Fidelis members;
4. Permit continued close relationships between the two bodies, the regular chapter and the Fidelis group, thereby strengthening the overall chapter.

OPERATING PROCEDURES:

1. This is a voluntary project. The regular chapter and the Fidelis chapter in the area will agree to work together in the Fidelis Partnership Program. Regular chapter's policies and procedures will be reviewed and reimbursements for Fidelis expenses will be determined.
2. The Fidelis chapter president requests from Headquarters the Fidelis Partnership Program Guidelines which include the application form. The Fidelis chapter president shall complete, sign and return the application form to Alpha Delta Kappa Headquarters.
3. Once the application is approved, Headquarters staff shall contact the Fidelis chapter president and the president of the preferred chapter listed on the application form.
4. Headquarters shall forward an agreement form to the president of the regular chapter for her signature and the signature of the Fidelis chapter president. The signed agreement shall be returned to Headquarters within 10 days.
5. Headquarters shall contact both chapter presidents to verify receipt of the agreement and grant permission to proceed with the program. Headquarters shall send a copy of the approved application and signed agreement to the IVP for Membership, the regional IVP, the regional membership consultant, the S/P/N president and the S/P/N membership consultant.
6. Headquarters will transfer the names of the Fidelis members to the regular chapter's roster and the name of the Fidelis chapter will be retired.

GUIDELINES:

1. Upon approval from Headquarters, the Fidelis chapter shall merge with a non-Fidelis chapter.
2. The Fidelis members shall have nine (9) meetings a year with a minimum of three (3) of the nine (9) with the regular chapter; however, the six (6) other meetings need not be within the school-year time frame.
3. One member from the Fidelis members shall be elected by that group to serve as an elected officer of the regular chapter's executive board. This could be a vice president position, the responsibility being to chair the Fidelis group.
4. The Fidelis group shall not be required to follow the International Bylaws, Article IV, Section 5c in regard to Fidelis Chapter Operations.
5. The responsibilities of the elected officer of the Fidelis group are:
 - A. To sign the application form and agreement form, indicating the Fidelis group's willingness to partner;
 - B. To attend the regular chapter's executive board meetings;
 - C. To be the liaison between the regular chapter and the Fidelis group, informing members of decisions and activities of the chapter and vice versa;
 - D. To plan, with the Fidelis members, the meetings/programs for the year.
6. The responsibilities of the regular chapter are:
 - A. To sign the application form and agreement form, indicating the regular chapter's willingness to partner;
 - B. To collect chapter, S/P/N and International dues and publication fees from the Fidelis members, and to forward to S/P/N and International the appropriate payments.
 - C. To combine all chapter resources;
 - D. To complete and submit all forms related to chapter members, including the Fidelis group;
 - E. To list the Fidelis members in the regular chapter's roster;
 - F. To communicate with the Fidelis members through the liaison or elected officer of the Fidelis group, informing them of chapter events and activities;
 - G. To make all members feel welcome whenever they attend chapter meetings;
 - H. To work cooperatively with all members to promote and support Alpha Delta Kappa.
7. The responsibilities of the Fidelis members are:
 - A. To elect a liaison to attend the regular chapter executive board meetings;
 - B. To determine if additional officers are needed to fulfill the group's needs;
 - C. To plan meetings and programs for their group;

- D. To pay the S/P/N dues and International dues and publication fees to the regular chapter treasurer. All chapter resources will be combined.
- E. To work cooperatively with the regular chapter to promote and support Alpha Delta Kappa.

Accompanying documents:

1. Checklist for Fidelis Chapter Partnership
2. Application Form
3. Agreement Form

CHECKLIST FOR FIDELIS CHAPTER PARTNERSHIP

Both chapter presidents please initial each item to indicate your mutual agreement to the terms listed and return a copy with your application. Please keep a copy in your permanent chapter files.

- _____ 1. Fidelis chapter and the non-Fidelis chapter will receive approval from Headquarters before merging.
- _____ 2. The Fidelis group shall have nine (9) meetings a year. A minimum of three (3) of the nine (9) meetings must be with the non-Fidelis chapter; however, the six (6) other meetings need not be within the school-year time frame.
- _____ 3. The Fidelis group shall elect one (1) fidelis member from the to serve as an elected officer of the regular (NON FIDELIS) chapter's executive board (example: this could be a vice president position with the responsibility being to chair the Fidelis group).
- _____ 4. The Fidelis group shall not be required to follow the International Bylaws, Article IV, Section 5c in regard to Fidelis Chapter Operations.
- _____ 5. The regular (Non-Fidelis) chapter's policies and procedures have been discussed and agreed upon, including the handling of finances and reimbursements.

.....

6. A –D; The Responsibilities of the Elected Officer of the Fidelis Group

- _____ A. Sign the application form and the agreement form, indicating the Fidelis group's willingness to partner;
- _____ B. Agree to follow the guideline: the elected officer of the Fidelis group is to attend the regular (NON-FIDELIS) chapter's executive board meetings;
- _____ C. Agree to follow the guideline: To be the liaison between the regular (NON-FIDELIS) chapter and the Fidelis group, informing members of decisions and activities of the chapter and vice versa;
- _____ D. Agree to plan, with the Fidelis members, the meetings/programs for the year;

.....

7. A – H; The Responsibilities of the Regular Chapter

- _____ A. Sign the application form and the agreement form indicating the regular (NON-FIDELIS) chapter's willingness to partner;
- _____ B. Agree to follow guidelines: To collect chapter, S/P/N and International dues and publication fees from the Fidelis members, and to forward to S/P/N and International the appropriate payments;
- _____ C. Agree to combine all chapter resources (non-Fidelis chapter and Fidelis chapter)
- _____ D. Complete and submit all forms related to chapter members (non-Fidelis chapter and Fidelis chapter);
- _____ E. Agree to include the Fidelis members in the regular (NON-FIDELIS) chapter's roster;
- _____ F. Communicate with the Fidelis members through the liaison/elected officer of the Fidelis group, informing them of chapter events and activities;
- _____ G. Make all members feel welcome whenever they attend chapter meetings;
- _____ H. Work cooperatively with all members to promote and support Alpha Delta Kappa.
- _____ I. Include the liaison / elected officer of the Fidelis group in regular (NON-FIDELIS) chapter executive board meetings and decisions (including budget decisions).

.....

7 A – E; The Responsibilities of the Fidelis members

- _____ A. Elect a liaison to attend the regular (NON FIDELIS) chapter executive board meetings;
- _____ B. Determine if additional officers are needed to fulfill the group's needs.
- _____ C. Plan meetings and programs for their group;
- _____ D. Pay the S/P/N dues and International publication fees to the regular (NON-FIDELIS) chapter treasurer and all chapter resources have been combined.
- _____ E. Work cooperatively with the regular (NON FIDELIS) chapter to promote and support Alpha Delta Kappa.



FIDELIS CHAPTER PARTNERSHIP PROGRAM APPLICATION

(Submit this completed application within thirty (30) days of receiving
it to: Alpha Delta Kappa Headquarters, 1615 W 92nd St, Kansas City,
MO 64114)

S/P/N

Fidelis Chapter Name

Name of Fidelis Chapter Contact Person: _____

First

Middle

Last

Address

City

S/P/N

Postal Code

Email _____ Phone _____

In order of preference, list the name(s) of the regular [non-Fidelis] chapter(s) in your area
with which you would like to partner:

Explain why your chapter would like to be considered for the Fidelis Partnership Program:



FIDELIS PARTNERSHIP PROGRAM AGREEMENT

(Complete and return within 10 days to Alpha Delta Kappa,
1615 W 92nd St, Kansas City, MO 64114)

S/P/N

Fidelis Chapter Name

Name of Fidelis Chapter Contact Person:

First

Middle

Last

Address

City

S/P/N

Postal Code

Email _____ Phone _____

S/P/N _____ Regular Chapter Name _____

Name of Regular Chapter Contact Person:

First

Middle

Last

Address

City

S/P/N

Postal Code

Email _____ Phone _____

On behalf of the chapter, our signatures indicate that we will follow the Purpose, Guidelines and Operating Procedures established by Alpha Delta Kappa for the Fidelis Partnership Program.

Fidelis Chapter Representative

Regular Chapter Representative

Date

MERGING CHAPTERS GUIDELINES

Purpose: Two or more chapters may merge into one chapter when one or more of the chapters has exhausted all possible strategies for membership growth and viability.

1. This is a voluntary process.
2. The leadership of the chapters will discuss the issue with their respective members during which time concerns and benefits will be shared.
3. A majority of all members of the chapters must vote in favor of proceeding with the application process.
4. A chapter representative will contact Headquarters to request an application.
5. The chapters can meet together after the application process begins with each chapter retaining its own identity and responsibilities.
6. The chapters will decide which name to retain and which to retire.
7. Once the application is approved, the Headquarters staff will notify the chapter presidents and the S/P/N president.
8. The merged chapter will elect officers for the remainder of the biennium and notifies Headquarters and the S/P/N president.
9. All chapter resources will be combined.

MERGING CHAPTERS APPLICATION

(Complete and return within 30 days to Alpha Delta Kappa,
1615 W 92nd St, Kansas City, MO 64114)

S/P/N	Chapter Name to be Retained	Chapter Name to be Retired
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1. President of _____ (*Name of Chapter to be Retained*) Chapter:

First	Middle	Last
-------	--------	------

Address _____

City _____ S/P/N _____ Postal Code _____

E-mail _____ Phone _____

2. President of _____ (Name to be Retained) Chapter:

First	Middle	Last
-------	--------	------

Address _____

City _____ S/P/N _____ Postal Code _____

E-mail _____ Phone _____

On behalf of the chapter, our signatures indicate our members have voted to merge.

Chapter President

Chapter President

Date _____

MERGED CHAPTER REPORT OF OFFICERS

(Complete and return immediately following election to Alpha Delta Kappa,
1615 W 92nd St, Kansas City, MO 64114)

S/P/N

Merged Chapter Name

1. Chapter President: _____

Address _____

City _____ S/P/N _____ Postal Code _____

E-mail _____ Phone _____

2. Chapter President-Elect:

Address _____

City _____ S/P/N _____ Postal Code _____

E-mail _____ Phone _____

3. Chapter Treasurer:

Address _____

City _____ S/P/N _____ Postal Code _____

E-mail _____ Phone _____

4. Chapter Membership Chairman:

Address _____

City _____ S/P/N _____ Postal Code _____

E-mail _____ Phone _____

• SECTION 9 •



Membership Information
Contained in the
International Bylaws

ARTICLE I — NAME

The name of this organization whose corporate charter was granted in the City of Jefferson by the State of Missouri on the 13th day of August, Nineteen Hundred and Forty-Seven, A.D. and amended to provide international status on the 31st day of March, Nineteen Hundred and Fifty-Six, A.D. shall be The Alpha Delta Kappa Sorority, Incorporated, hereinafter referred to as Alpha Delta Kappa.

ARTICLE II — PURPOSE

The purpose of Alpha Delta Kappa shall be to promote the purposes set forth in Article II of the Constitution of Alpha Delta Kappa Sorority, Incorporated, viz:

- a. To give recognition to outstanding women educators.
- b. To build a fraternal fellowship among women in the field of education which will add to their effectiveness in the promotion of excellence in education.
- c. To promote high standards of education and thereby strengthen the status and advancement of the education profession.
- d. To promote educational and charitable projects and activities, to sponsor scholarships, to further and maintain worthy standards in the field of education and to cooperate with worthy community programs relating to education and charities.
- e. To contribute to world understanding, goodwill and peace through an international fellowship of women educators united in the ideals of education.

ARTICLE III — MEMBERSHIP

Section 1. Membership in Alpha Delta Kappa shall be by invitation only and shall be effected through organizing new chapters and through increasing membership in established chapters.

Section 2. To be eligible for active membership in Alpha Delta Kappa, a woman

- a. Shall have been in the education profession for two (2) or more years.
- b. Shall be employed under contract in teaching, in administration or some specialized field of education.
- c. Shall meet one (1) of the following requirements:
 - (1) Shall have graduated from an accredited college or university with a degree in education.
 - (2) Shall, in the United States, have met the requirements for teacher certification, administrative certification or certification in a specialized field of education in the state in which she is employed.
 - (3) Shall, in a country other than the United States, have met the requirements for teacher certification, administrative certification or certification in a specialized field of education in the country in which she is employed.

Section 3. To be invited to membership in a new chapter, a woman shall be approved by a screening committee of active Alpha Delta Kappa members.

Section 4. Election procedures for membership in an established chapter shall be as follows:

- a. The candidate shall be sponsored by one (1) and endorsed by two (2) active members of the chapter and shall be personally known to her endorsers.
- b. The name and qualifications of each proposed member with the signatures of her endorsers shall be presented on Form H-151 at a regularly scheduled business meeting of the chapter. At this time opportunity shall be provided for the members to discuss her qualifications before her name appears on the ballot.
- c. The candidate shall receive the unanimous, affirmative vote by ballot of the active chapter members.
- d. The candidate shall not have been informed that she is being considered for membership until completion of the election process.
- e. The chapter president shall inform all active members of the voting procedures.
 - (1) Any active member unable to attend the meeting established for voting shall deliver her ballot to the membership chairman on or before the day of the meeting at which the chapter vote shall be cast. Voting by e-mail or fax is not permitted.
 - (2) Should the ballot of the member voting in absentia fail to reach the membership chairman by the day established for voting, it shall be considered an affirmative vote.
- f. The responsibilities of the membership chairman in the election of new members shall be to
 - (1) Provide printed ballots with space thereon for explanations of reasons for any negative vote, identical unmarked envelopes and a sealed ballot box.
 - (2) Give each active member present at the meeting a ballot and an unmarked envelope.
 - (3) Mail to each eligible active member not planning to be present at the meeting a ballot, a statement of the qualifications of each proposed member, two (2) unmarked envelopes, voting instructions and the date of the meeting at which the chapter will vote.
 - (4) Supervise balloting at the chapter meeting established for voting by allowing each member present to mark her ballot, seal it in an unmarked envelope and place it in the ballot box. At the same time and in the presence of the chapter, she should place the mailed ballots in their unmarked envelopes in the ballot box.
 - (5) Open and count the ballots at the conclusion of voting and announce the results to the chapter immediately.
 - (a) A negative vote with no reason shall be considered an affirmative vote.
 - (b) When only one (1) negative vote is received, the written reason shall be read to the chapter, and its validity, in accordance with chapter bylaws and/or policies and procedures manual, shall be determined by a majority vote of chapter members present. If the reason is not valid according to chapter vote, it shall be considered an affirmative vote.
 - (c) When more than one (1) negative vote is received, the chapter shall, by majority vote, decide whether to read the written reasons and determine the validity of the negative votes.
 - (6) Notify, in accordance with chapter bylaws and/or policies and procedures manual, a proposed member who receives the unanimous affirmative vote of the chapter and provide her with an application for membership in Alpha Delta

Kappa. This form and fees are to be returned to the chairman within one (1) month.

- (7) Remit the membership and badge fees with application form to International Headquarters immediately prior to the initiation of each new member. Submit the Report of Initiation immediately following the initiation.

Section 5. Membership in Alpha Delta Kappa shall be classified as Active, Active on Leave, Sustaining, Life, Honorary, Service and Limited, and shall be governed by the following regulations:

- a. **ACTIVE MEMBER** An active member shall abide by the rules of her chapter; pay all chapter, state, provincial or national and International dues, fees and assessments; attend meetings as required by her chapter bylaws and/or policies and procedures manual; maintain high moral and professional standards; wear the Alpha Delta Kappa badge/international pin.
 - (1) Retirement from the teaching profession under retirement policies of the state, provincial or national board of education shall not affect the active status of a member.
 - (2) Separation from the teaching profession shall not affect the active status of a member.
 - (3) An active member who is a member of International Chapter shall not be a member at the chapter, state, provincial or national level of Alpha Delta Kappa while she is serving on International Chapter. She shall have voting privileges only at the International level.
- b. **ACTIVE ON LEAVE** Active on leave is a special status requested by a member and granted by a majority vote of the chapter for a period of one (1) year. Requested extensions of one (1) year shall be permitted by a majority vote of the chapter. (Continued extensions may be granted to a member who, because of unusual circumstances, can no longer fulfill her obligations and responsibilities as an active member of Alpha Delta Kappa.)
 - (1) Reasons for granting active on leave status shall be prolonged personal or family illness, professional study or obligations, teaching abroad, temporary move from the chapter area, honorary professional assignment or other reasons acceptable to the chapter.
 - (2) A member granted active on leave status shall pay all chapter, state, provincial or national and International dues, fees and assessments to the chapter treasurer. She shall not be required to attend chapter meetings, to hold office or to serve on committees. She shall not vote on new members.
- c. **SUSTAINING MEMBER** A sustaining member is either an active member who moves out of the chapter area and has not affiliated with another chapter, or an active member whose chapter has disbanded and has no chapter with which to affiliate, or a member-at-large prior to July 1979 who has not affiliated with a chapter. She shall remain a sustaining member until transfer to another chapter has been completed.
 - (1) A sustaining member shall
 - (a) Pay her state, provincial or national and International dues, fees and assessments to the state, provincial or national treasurer where she resides.
 - (b) Notify the state, provincial or national treasurer and Headquarters within thirty (30) days of any change of address.

- (2) A sustaining member who has moved to a nation in which there is no Alpha Delta Kappa organization must send dues, fees and assessments directly to International Headquarters. She shall notify Headquarters of any change of address within thirty
- (30) days.
- (3) Failure of a member to fulfill her aforementioned obligations shall be cause for termination of membership. (See Article III, Sections 9 & 11.)
- (4) A sustaining member shall have the privileges of a vote at International meetings only if she occupies a position or holds an office that would entitle her to a vote. State, provincial or national bylaws and/or policies and procedures manual shall govern her voting privileges at those levels.
- d. LIFE MEMBER A life member shall comply with all provisions affecting an active member except that she shall pay no International dues and no publication fees. Life members by tenure shall pay the annual publication fee. Life member by tenure was discontinued September 1, 1961.
- e. HONORARY MEMBER The title of honorary member may be conferred upon a woman for life. This membership shall entitle her to all privileges other than those of holding office, making motions and voting, unless she was initiated prior to August 1971. Honorary membership in Alpha Delta Kappa shall be governed by the following regulations:
 - (1) Chapter Honorary Member
 - (a) A chapter shall have no more than two (2) honorary members with the exception of Fidelis chapters, which may have more. (See Article IV, Section 8. b. (4).)
 - (b) A chapter honorary member shall not be under contract to a school system at the time of her election or initiation nor engaged as a professional educator.
 - (c) Qualifications of a proposed chapter honorary member shall be approved by Headquarters prior to her election.
 - (d) A chapter honorary member shall not have been a member of Alpha Delta Kappa.
 - (e) A chapter honorary member shall have made an outstanding contribution to the field of education, the sciences, the humanities, or the arts on a local, state, provincial or national level.
 - (f) A chapter honorary member shall be elected by the same election procedures as those used to elect new members.
 - (g) A chapter honorary member shall pay no dues, fees or assessments. The annual publication fee and the cost of the Alpha Delta Kappa chapter honorary pin presented to the honorary member shall be met by the chapter.
 - (h) A chapter honorary member shall not be permitted to transfer except to a Fidelis chapter when invited.

(2) State, Provincial or National Honorary Member

(a) The proposed honorary member's application shall be approved by Headquarters prior to her election.

(b) An honorary member shall

1. Have made an outstanding contribution to the fields of education, humanities, sciences or arts on a state, provincial or national level.
2. Not be under contract to a school system at the time of her election or initiation nor engaged as a professional educator.
3. Not have been an active member of Alpha Delta Kappa.
4. Be elected by a majority of the delegates present and voting at the convention.
5. Pay no dues, fees and assessments. The annual publication fee and the cost of the Alpha Delta Kappa state/provincial/national honorary pin presented to the honorary member shall be met by the respective state, province or nation.

(3) International Teacher Education (ITE) Honorary Member

(a) The proposed honorary member's application shall be approved by Headquarters prior to election.

(b) An International Teacher Education (ITE) Honorary Member

1. shall have been a recipient of an Alpha Delta Kappa ITE scholarship.
2. shall have made a significant impact on her sponsoring chapter and its members.
3. shall possess strong leadership qualities and effective interpersonal communication skills.
4. shall be committed to the goals of Alpha Delta Kappa.
5. shall help publicize Alpha Delta Kappa as an organization to groups in other parts of the world.
6. shall be elected by the same election procedures as those used to elect new members.
7. shall have access to the Alpha Delta Kappa website and member publications.
8. shall pay no dues, fees or assessments. Cost of the Alpha Delta Kappa honorary pin presented to the ITE Honorary member shall be borne by the sponsoring chapter.

(c) A chapter may initiate an unlimited number of ITE Honorary members

f. SERVICE MEMBER The title of service member may be conferred upon a member of Headquarters' staff.

(1) A person eligible for membership shall

(a) Have been a member of Headquarters' staff for at least three (3) years.

(b) Be approved by and invited by International Chapter.

(2) The service member shall have no voting privileges unless she occupies a position or holds an office that would entitle her to vote.

(3) The service member shall

(a) Be presented with the Alpha Delta Kappa Service Pin, the cost of which shall be met by Alpha Delta Kappa.

(b) Pay no dues, fees or assessments.

g. LIMITED MEMBER If a member becomes permanently incapable of fulfilling her obligations and responsibilities as an active member of Alpha Delta Kappa, a chapter may request her membership status be changed to that of limited member. Such a change in status shall be decided by Headquarters, and shall be based on the information received from her chapter's executive board.

- (1) A member shall be considered incapable of fulfilling her obligations and responsibilities if she has permanent physical or mental challenges that prevent her from participating in chapter activities.
- (2) A member with limited status shall be exempt from any financial obligations to Alpha Delta Kappa and shall receive publications until her chapter has notified Headquarters that it is no longer feasible for these publications to be received.
- (3) Status as a limited member shall remain in effect until the chapter requests a change.

Section 6. TRANSFER OF MEMBERSHIP

- a. An active member shall be permitted to transfer from one (1) chapter to another in the same area for geographical reasons, for becoming a part of the nucleus of a new chapter or for unusual circumstances, provided that such transfer shall not leave her chapter with fewer than fifteen (15) members.
- b. An active member moving from another locality shall be invited into membership in an established chapter without a vote by chapter members.
- c. The receiving chapter president shall send Form H-119 as directed on the form with the member's copy being sent to the previous chapter. Headquarters does not arrange or approve transfers.
- d. A sustaining member may become a member of a chapter through transfer.

Section 7. RESIGNATION

- a. An active chapter member who desires to resign from Alpha Delta Kappa shall submit her written resignation to her chapter president, who shall read it at the regularly scheduled chapter meeting.
 - (1) Acceptance of the resignation shall require a majority vote of the active members present at the meeting.
 - (2) The chapter president shall send Form H-119 as directed on the form.
- b. A sustaining member who wishes to resign shall submit a written resignation to Headquarters.
- c. Resignation from Alpha Delta Kappa shall be considered automatic resignation from the chapter, state, provincial or national, and International organization and all the privileges of membership in Alpha Delta Kappa shall be revoked.

Section 8. REINSTATEMENT

- a. A former member of Alpha Delta Kappa may be reinstated by
 - (1) Petitioning the chapter in which she wishes to become an active member.
 - (2) Voting procedures shall be the same as for any new active member of the chapter.
 - (3) Completing and returning a Petition for Reinstatement Form to Headquarters accompanied by payment of current International dues, publication fee and reinstatement fee.
 - (4) Paying the current chapter and state, provincial or national dues.
 - (5) Receiving notification from Headquarters that the reinstatement process has been completed.

- b. A life member may be reinstated by
 - (1) Petitioning Headquarters.
 - (2) Paying the current chapter and state, provincial or national dues, the current reinstatement fee and the current publication fee. (Her status as a life member shall not have been changed.)
- c. All reinstatements are subject to International Chapter approval.

Section 9. TERMINATION OF MEMBERSHIP

- a. The termination of a membership in Alpha Delta Kappa shall be made by International Chapter.
- b. Membership in Alpha Delta Kappa shall be subject to termination for failure to
 - (1) Be loyal to the ideals and objectives of Alpha Delta Kappa.
 - (2) Be an active, participating member, attend chapter meetings, serve in official capacities and contribute to the good of the sorority.
 - (3) Assume financial obligations of Alpha Delta Kappa.
 - (4) Maintain high standards of personal, social and professional conduct.
- c. Failure to meet any of the membership requirements shall be just cause for termination of membership.
- d. A member is delinquent if her International, state, provincial or national or chapter dues, publication fee, or other assessments are not postmarked by January 31. If these dues, publication fee or other assessments are still not postmarked by May 1, membership shall be terminated.
- e. The chapter executive board shall determine whether any of the above deficiencies exist, with the exception of the financial obligations, and shall call a special meeting of the chapter to consider the point(s) of concern, provided that the member under review shall have received written notification at least ten (10) days prior to the special meeting.
 - (1) If two-thirds (2/3) of the total membership vote by written ballot in favor of revoking the membership, the chapter executive board shall submit a petition giving the reasons for revoking the membership to the state, provincial or national executive board for review.
 - (a) A member must be present at the special meeting to be eligible to vote.
 - (b) A record must be made of which chapter members voted without resulting in a record of the actual votes of the members.
 - (c) The wording shall be straightforward, i.e., "Should (member's name)'s membership in Alpha Delta Kappa be terminated? YES NO
 - (2) The report of the action of the state, provincial or national executive board shall be sent to Headquarters which shall notify the member of her suspension, and this shall remain in effect until final action is taken by International Chapter.
 - (3) The member shall have the right of appeal at any of the steps prior to the final action of International Chapter.
 - (4) International Chapter shall notify the International Vice President of the Region, the state, provincial or national president, the chapter and the member of the final decision.

Section 10. OMEGA CHAPTER

- a. Omega Chapter shall be comprised of deceased members.
- b. A memorial service for members deceased during the biennium shall be held at each International convention.
- c. The badge/international pin shall become a part of the personal effects of a member of Omega Chapter.

Section 11. DUES, FEES AND ASSESSMENTS

- a. The annual International dues shall be due January 1 and delinquent if postmarked after January 31. A penalty per capita shall be imposed for dues postmarked after January 31.
- b. An annual publication fee shall be paid by all members other than honorary members and limited.
 - (1) A life membership, which includes a life publication fee, shall be available and may be purchased by a member who has been active for at least three (3) years.
- c. Members shall pay such other fees or assessments voted by the delegate assembly at International convention.
- d. If a proposed fee or assessment to be voted upon by the delegates shall exceed ten percent (10%) of the International dues, all chapters shall be notified ninety (90) to one hundred twenty (120) days prior to International convention.
- e. The membership fee for prospective members shall be set by the International Executive Board.
- f. Dues and fees for members of chapters outside the United States shall be set by the International Executive Board.
- g. State, provincial or national dues shall be set by the state, provincial or national organization and shall be collected by the state, provincial or national treasurer.
- h. Chapter dues shall be set by the chapter and shall be collected by the chapter treasurer.
- i. A member elected to International Chapter shall pay no dues during her term as an International Officer. She shall pay the publication fee and the required registration fee at International convention.

ARTICLE IV — CHAPTER ORGANIZATION

Section 1. A new chapter shall be organized with the cooperation and direction of Headquarters, the state, provincial or national president and membership consultant and, when appropriate, the International Executive Board.

- a. Application for organizing and installing a new chapter shall be made in writing to the state, provincial or national president and to the state, provincial or national membership consultant. Upon receipt of their approval, application shall be made in writing to Headquarters.
- b. All new chapters must receive final approval from Headquarters who will furnish materials and instructions for pledging and will assign the official Greek letter name to the new chapter. (Under no circumstances shall any other name be used.)
- c. Upon receipt of the applications for membership, the membership fee and the badge/ international pin orders, Headquarters shall extend an initiation invitation to each pledge.
- d. A new chapter may be installed and a charter granted when a minimum of fifteen (15) pledges have been initiated.

- e. Alpha Delta Kappa members who transfer into the new chapter at the time of organization shall be included in the charter members.
- f. A new chapter shall set up its local organization in accordance with state, provincial or national bylaws and/or policies and procedures manual, and International Bylaws.

Section 2. A new chapter may be organized by colonization. The same procedures for the organization of other new chapters shall be followed except:

- a. Application for colonizing shall be made in writing to the state, provincial or national president and state, provincial or national membership consultant. Upon receipt of their approval, application shall be made in writing to Headquarters.
- b. Five (5) to nine (9) volunteer members of an established chapter shall become the nucleus for the new chapter provided that the colonizing chapter is left with no fewer than fifteen (15) members.
- c. Members of established chapters wishing to transfer to a new chapter formed by colonization shall be permitted to do so provided that their chapters are left with no fewer than fifteen (15) members.
- d. Sustaining members may become part of a chapter formed by colonization.
- e. The new chapter shall be installed and shall be granted a charter when at least fifteen (15) new members have been initiated. The new initiates and transfer members shall constitute the charter members of the chapter. A majority of the officers shall be elected from the initiates.

Section 3. A new chapter may be organized by division. A chapter may divide into two (2) chapters with a minimum of fifteen (15) active members as members of the new chapter. The original chapter shall be left with no fewer than fifteen (15) active members. Members forming the new chapter shall be charter members of that chapter. Headquarters will assign the name of the new chapter.

Section 4. A chapter may organize a group of retired members from within the chapter who may meet separately from the regular chapter, allowing the retired members to plan alternative meeting times and programs that better meet their needs and interests, provided that doing so does not leave the regular chapter with fewer than fifteen (15) members. Guidelines and forms are available from Headquarters or may be printed from the website.

Section 5. Two or more chapters may merge into one chapter when one or more of the chapters has exhausted all possible strategies for membership growth and viability. The merged chapters will decide which chapter name to retain. Guidelines and forms are available from Headquarters or may be printed from the website.

Section 6. A chapter shall keep itself viable by adding one (1) new member for each member in the chapter who is no longer actively engaged in the teaching profession and one (1) new member for each life member who has been reinstated.

Section 7. A Fidelis chapter may merge with a non-Fidelis chapter. The Fidelis chapter name shall be retired. The Fidelis group may meet separately from the rest of the chapter and plan its own programs. The chapter shall be responsible for officers, reporting and dues collection for the combined chapter. Guidelines and forms are available from Headquarters or may be printed from the website.

Section 8. A Fidelis chapter may be organized in an area where there are members not actively engaged as professional educators in order to provide an opportunity for more flexible meeting times and programming and to provide an additional chapter and voting unit for the state, province or nation.

a. Fidelis Chapter Organization

- (1) A Fidelis chapter may be organized and receive a Fidelis scroll when ten (10) members not actively engaged in education have affiliated. (Individual Fidelis chapter members will be issued regular membership cards at the time dues are paid.)
- (2) When a group has informed their chapter(s) of the desire to form a Fidelis chapter, application for organizing and installing the Fidelis chapter shall be made in writing to the state, provincial or national president and to the state, provincial or national membership consultant. Upon receipt of their approval, application shall be made in writing to Headquarters.
- (3) Headquarters will send the necessary forms and materials to the person in charge of organizing the Fidelis chapter. Headquarters shall notify the appropriate state, provincial or national president when organization has been completed.
- (4) Fidelis chapters shall elect officers whose terms shall be for one (1) year with the privilege of reelection. Officers shall be elected no later than May 1. The newly elected corresponding secretary shall provide a list of officers to Headquarters, the International Vice President of the Region and the state, provincial or national president.

b. Fidelis Chapter Membership

- (1) Retired educators who are chapter members or sustaining members in the area or who move into the area may transfer their membership to a Fidelis chapter.
- (2) A member not actively engaged as a professional educator may transfer to a Fidelis chapter provided that her former chapter is left with no fewer than fifteen (15) members.
- (3) Fidelis chapters shall not have the privilege of initiating into a Fidelis chapter a member who is new to Alpha Delta Kappa.
- (4) When invited an honorary member may transfer into a Fidelis chapter. A Fidelis chapter may invite more than two (2) honorary members through transfer.
- (5) A member of a Fidelis chapter may automatically return to the chapter from which she originally transferred.

c. Fidelis Chapter Operation

- (1) A Fidelis chapter shall be organized as an integral part of Alpha Delta Kappa. Although its programming and interests may vary from that of other chapters, it is expected to maintain the high standards of altruism, ethics and purposes of Alpha Delta Kappa.
- (2) Members of Fidelis chapters shall pay International dues, publication fees and state, provincial or national dues. A Fidelis chapter shall pay the regular ITE annual obligation.
- (3) A Fidelis chapter shall submit required reports.
- (4) A Fidelis chapter organized in an area where there is a city/area council of chapter presidents is a member of that council and shall participate in council activities.
- (5) A Fidelis chapter organized in an area where there is a district is a member of that district and shall participate in district activities.
- (6) A Fidelis chapter shall have voting delegates at International and state, provincial or national conventions.
- (7) A member of a Fidelis chapter has all the rights to higher office and to serve on state, provincial or national and International committees as long as she fulfills the qualifications of having served full terms as required for holding office on each level.

Section 9. Official notification in writing must be given Headquarters, the International Vice President of the Region and the state, provincial or national executive board at least sixty (60) days in advance before any chapter may disband and cease to function.

SECTION 10 • MEMBERSHIP DEVELOPMENT RESOURCES



A variety of resources have been designed to assist you with your membership development efforts. These include sample forms and reports, membership tools brochures and sample letters. You will also find in this section a guide to the acronyms frequently used in Alpha Delta Kappa.

Many of these documents and forms are included in the chapter presidents' packet mailed each August. To order additional brochures or other items from AΔK, use the order form found in the international website.

If you have ideas for other sample letters or resources that you would find useful in your recruitment or retention efforts, contact International Headquarters. If you have problems or questions regarding membership development, remember help is just a phone call away.

Alpha Delta Kappa Headquarters information

Call:

(816) 363-5525 or toll free (800) 247-2311 between the hours of 8:30 a.m. and 4:30 p.m. Central. You may leave a message after hours.

FAX - (816) 363-4010

headquarters@alphadeltakappa.org

Alpha Delta Kappa International website: www.alphadeltakappa.org

Many resources are available on the website, including membership development information, forms, current Pearls Report, ceremonies and much more!



TOOLS & RESOURCES

FOR MEMBERSHIP CHAIRMAN'S USE

1. **DO NOT** send to Headquarters
2. Complete for each prospective member
3. Use boxes below for record keeping purposes
4. Keep in your chapter files

**ALPHA DELTA KAPPA**

**International Honorary Organization for Women Educators
PROSPECTIVE MEMBER RECOMMENDATION
FOR CHAPTER USE ONLY**

Form H-151

Revised-13

Refer to the International Bylaws, Article III, Section 4 (OVER)***I am recommending the following educator for membership:***

NAME _____ Home Telephone _____

Area Code _____

HOME**ADDRESS** _____

Number and Street _____

City _____

State/Province/Nation _____

Postal Code _____

E-MAIL ADDRESS _____

Refer to the International Bylaws, Article III, Section 2 (OVER)

Place of Employment _____

Years of Teaching Experience _____ Field _____

Colleges and Universities Attended _____

Degree(s) Received _____

Certification _____

Signature of active member sponsoring this proposed member: _____

Signatures of active members of the chapter endorsing this proposed member:

1. _____ 2. _____

THIS FORM IS FOR CHAPTER TRACKING USE ONLY — DO NOT SEND TO HEADQUARTERS.**Check when appropriate forms/fees have been completed and sent to International Headquarters:**

_____ H-103 Application/Badge Order and Membership Fee sent on _____ *Purchase of the official badge or international badge is required of all members at the time of application.*

_____ H-133 Report of Initiation sent _____

Anticipated Date of Initiation _____

Duplicate as needed. Form H-151 may be printed from the Alpha Delta Kappa International Website at www.alphadeltakappa.org.

ARTICLE III — MEMBERSHIP

Section 1. Membership in Alpha Delta Kappa shall be by invitation only and shall be effected through organizing new chapters and through increasing membership in established chapters.

Section 2. To be eligible for active membership in Alpha Delta Kappa, a woman

- a. Shall have been in the education profession for two (2) or more years.
- b. Shall be employed under contract in teaching, in administration or some specialized field of education.
- c. Shall meet one (1) of the following requirements:
 - (1) Shall have graduated from an accredited college or university with a degree in education.
 - (2) Shall, in the United States, have met the requirements for teacher certification, administrative certification or certification in a specialized field of education in the state in which she is employed.
 - (3) Shall, in a country other than the United States, have met the requirements for teacher certification, administrative certification or certification in a specialized field of education in the country in which she is employed.

Section 3. To be invited to membership in a new chapter, a woman shall be approved by a screening committee of active Alpha Delta Kappa members.

Section 4. Election procedures for membership in an established chapter shall be as follows:

- a. The candidate shall be sponsored by one (1) and endorsed by two (2) active members of the chapter and shall be personally known to her endorsers.
- b. The name and qualifications of each proposed member with the signatures of her endorsers shall be presented on Form H-151 at a regularly scheduled business meeting of the chapter. At this time opportunity shall be provided for the members to discuss her qualifications before her name appears on the ballot.
- c. The candidate shall receive the unanimous, affirmative vote by ballot of the active chapter members.
- d. The candidate shall not have been informed that she is being considered for membership until completion of the election process.
- e. The chapter president shall inform all active members of the voting procedures.
 - (1) Any active member unable to attend the meeting established for voting shall deliver her ballot to the membership chairman on or before the day of the meeting at which the chapter vote shall be cast. Voting by e-mail or fax is not permitted.
 - (2) Should the ballot of the member voting in absentia fail to reach the membership chairman by the day established for voting, it shall be considered an affirmative vote.

Instructions

Please refer to the International Bylaws, Article III

1. Must be completed **in full** by applicant.
2. Return to chapter membership chairman with membership and badge fees.
3. Chapter membership chairman sends form with fees to International Headquarters **prior to initiation.**
4. Send Report of Initiation (Form H-133) to Headquarters immediately after initiation.



ALPHA DELTA KAPPA
INTERNATIONAL HONORARY ORGANIZATION FOR WOMEN EDUCATORS
MEMBERSHIP APPLICATION

STATE _____

CHAPTER NAME _____

MEMBERSHIP APPLICATION: I Hereby Wish to Petition for Membership in Alpha Delta Kappa.
Applicants MUST be under contract in education to qualify for membership.

Full Name _____

First

Middle

Last

Preferred Name _____ Date of Birth _____

(MO/DAY/YR)

Address _____ City _____ State _____ Zip _____

Place of Employment _____

Business Phone Number () _____ Home Phone Number () _____

Business E-Mail _____ Home E-mail _____

ENTIRE SECTION MUST BE COMPLETED — PLEASE CHECK ONLY ONE BOX IN EACH LINE:

Is currently under contract in education? ☐ Yes ☐ NoHas been in the education profession two full years or more? ☐ Yes ☐ No

Professional/Job Title: _____

Position: ☐ (1) Teacher ☐ (2) Administrator ☐ (3) Other _____Level: ☐ (4) Elementary ☐ (5) Secondary ☐ (6) College/University ☐ (7) Other _____Degree(s) in Education Received: ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Other _____ Certification: ☐ Yes ☐ No

MEMBERSHIP ETHICS: I submit this application with the knowledge that Alpha Delta Kappa membership is an honor. I will accept the responsibilities and obligations of membership and regularly attend all meetings.

Signature of Applicant _____ Social Security Number (Last 4 Digits) _____

MEMBERSHIP FEE AND BADGE ORDER: Once your initiation is reported to Headquarters, you will receive your New Member Packet, including your member Handbook. Your subscriptions to our magazine, the KAPPAN will also begin. (Please send one check for total due, payable to Alpha Delta Kappa.)

	FEE	FEES PAID
1. One-Time Membership Application Fee (<i>Required, nonrefundable</i>)	\$25.00	\$25.00
2. Membership Badge (Required):		
A. Item #1: Official Badge With Seven Jeweler-Set Pearls With K Guard & Chain	\$42.00	_____
B. Item #3: Gold-Filled Membership Badge and K Guard With Magnetic Closure (Pacemaker users should not wear magnets)	\$48.00	_____
3. Postage (if more than one application is sent together, include postage with only one application, using the chart below.)		_____

POSTAGE & HANDLING CHART	
1-2 badges.....	\$4 Total
3-5 badges.....	\$5 Total
6 or more badges....	\$6 Total

TOTAL _____

Annual International dues will be payable in January of the calendar year following your initiation.

NAME OF MEMBER SPONSORING NEW MEMBER _____ State and Chapter _____

Badges are shipped to chapter membership chairman.

Chapter membership chairman's name _____

Chapter membership chairman's address _____

Telephone () _____ City _____ State _____ Zip _____

Current date (MO/DAY/YR) _____ Anticipated date of initiation (MO/DAY/YR) _____

SEND TO INTERNATIONAL HEADQUARTERS: Alpha Delta Kappa, 1615 W. 92nd St., Kansas City, Missouri 64114-3210 • (816) 363-5525 • (800) 247-2311
 Additional forms may be printed from the Alpha Delta Kappa International website at www.alphadeltakappa.org.

Please do not fill out a jewelry order form for your membership badge. THIS APPLICATION WILL AUTOMATICALLY ORDER THE BADGE.



ALPHA DELTA KAPPA

REPORT OF INITIATION OF CHAPTER PLEDGES

Submit this form to Headquarters in one of three ways:

Either by mail: Alpha Delta Kappa, 1615 W. 92nd Street, Kansas City, MO 64114-3210;

Or fax: (816) 363-4010; OR online (www.alphadeltakappa.org)

SEND IMMEDIATELY AFTER INITIATION

AAK Headquarters forwards new member lists to
S/P/N membership consultant monthly
MAKE A COPY for your files
Forward copy of this form to your S/P/N president and
S/P/N membership consultant

*Form H-103 and fees need to be received
at Headquarters prior to initiation.*

STATE/PROVINCE/NATION **CHAPTER**
STATE (U.S. and Puerto Rico); PROVINCE (Canada); NATION (Jamaica and Mexico)

Please use print

Name	Address, City, S/P/N	Zip+4/PO Code	Phone	Home Email Address	Month, Day and Year of Initiation
1.					
2.					
3.					
4.					
5.					

Once International Headquarters receives this form, the initiation process is complete.
New members will then receive their new member packets and publications.

Alpha Delta Kappa
(816) 363-5525 • (800) 247-2311 • FAX (816) 363-4010
Email: headquarters@alphadeltakappa.org

NOTE: Notify International Headquarters of any pledges who have decided not to become members.

Additional forms may be printed from the *Alpha Delta Kappa international*

Website at www.alphadeltakappa.org.

Date _____

Signed _____

Chapter Membership Chairman

Address _____

City _____ S/P/N _____ Zip+4 _____

Telephone (_____) _____

PETITION FOR REINSTATEMENT

ID # _____

ACTIVELY ENGAGED/EMPLOYED IN EDUCATION? ☐ Yes ☐ No

Name of former member wishing to be reinstated as she wants it listed in our database:

First _____ Last _____

Address _____ City _____ *S/P/N _____ Zip+4 _____

Telephone (____) _____ Email _____

This information is needed so Headquarters can locate records:

Name at time of initiation if different _____ Former S/P/N & chapter _____

Date of original initiation _____ Date left AΔK _____

Last four digits of Social Security number _____

To be Completed by Chapter President:

Chapter name _____ *S/P/N _____

Comments: _____

The Chapter membership voted unanimously to accept applicant's membership upon approval of her reinstatement.

Yes _____ No _____

Signature of Chapter President _____

Address _____

Email _____

Telephone _____

Signature of approval by three (3) active members of your chapter:

Enclose check and mail to:

Alpha Delta Kappa
1615 W. 92nd Street
Kansas City, Missouri 64114-3210

International Dues	\$26.00
Publication Fee	\$ 9.00
Reinstatement Fee	\$10.00
Total	\$45.00 (Must accompany this form.)

FOR HEADQUARTERS USE ONLY:

4030 _____

4040 _____

2050 _____

4032 _____

Total _____

International Dues and Publication Fee will cover the current calendar year. Therefore, International Headquarters recommends reinstating early in the calendar year. S/P/N and chapter dues must also be paid at time of reinstatement.

*S/P/N: State (U.S. and Puerto Rico)
Provincial (Canada)
National (Jamaica and Mexico)



REPORT FOR MEMBER CHANGES

Form H-119
Revised-15

Send copies to the following:

- ☐ AΔK Headquarters
- ☐ S/P/N* president
(forward to S/P/N membership consultant)
- ☐ S/P/N* treasurer

Headquarters:

Mail: 1615 W. 92nd St. Kansas City, MO 64114-3210 or
Fax: (816) 363-4010 or
Email: kbanks@alphadeltakappa.org

Name of member for whom report is made: _____ Today's Date: _____

Member's current S/P/N* _____ Chapter Name _____ Member ID# _____

*S/P/N means State = U.S. and Puerto Rico; Provincial = Canada; Nation = Australia, Jamaica and Mexico

PLEASE COMPLETE ONLY THOSE SECTIONS APPLICABLE TO THE MEMBER:

New address? _____

New name? _____

New primary phone number? _____

New email address? _____

CHANGE OF STATUS

- ☐ Has resigned from AΔK
- ☐ Engaged/employed in education (circle one)
➤ YES or NO
- ☐ Non payment of dues (suspension on May 1)
- ☐ Other (specify in comments)

Comments: _____
(Active on leave is only tracked by the chapter)

OMEGA NOTIFICATION

Date of member's death _____
Next of kin information: _____

- ☐ Served as S/P/N President

S/P/N PRESIDENT: ALSO NOTIFY S/P/N CHAPLAIN

Member transfer - Receiving chapter president should complete this form and notify the former chapter

Member is transferring **FROM** S/P/N* _____ Chapter _____

Member is transferring **TO** S/P/N* _____ Chapter _____

*S/P/N means State = U.S. and Puerto Rico; Provincial = Canada; Nation = Australia, Jamaica and Mexico

Submitted by: _____ Submitter's current S/P/N* _____ Chapter Name _____

Mail Promptly As Follows:

White - AΔK Headquarters
 1615 West 92nd Street
 Kansas City, MO 64114-3210
 (800) 247-2311
 Yellow - State President (U.S. and Puerto Rico)
 Provincial President (Canada)
 National President
 (Jamaica and Mexico)
 Pink - KEEP For Your Files



ALPHA DELTA KAPPA

Application For Establishing
A New Chapter

STATE/PROVINCE/NATION _____ CITY _____ COUNTY _____

CONTACT PERSON _____ TITLE _____

TELEPHONE () - _____ ADDRESS _____

CITY _____ S/P/N _____ ZIP/PC _____

SPONSORING CHAPTER _____ PROJECTED INSTALLATION DATE _____

NUMBER OF SCHOOLS IN THE PROPOSED CHAPTER AREA? _____

NUMBER OF POTENTIAL MEMBERS TO BE CONTACTED _____

HOW MANY CHAPTERS ARE IN THE AREA? (List the chapter names, number of members in each, and distance from proposed chapter.)

WILL THE FORMATION OF THIS CHAPTER SERIOUSLY REDUCE POTENTIAL FOR MEMBERSHIP IN ANY EXISTING CHAPTER?

WHY SHOULD A CHAPTER BE FORMED IN THIS AREA? Discuss the need, growth potential, level of interest and the continued support the sponsoring chapter will be providing this new chapter. Please attach a second sheet.

S/P/N president's comments: Discuss the need for and support to be given this new chapter. Attach a second sheet for your comments.

As S/P/N president do you recommend the formation of this chapter? _____

Signature of state/provincial/national president _____ Date _____

Headquarters Approval Granted By _____ 159 _____ Date _____

Mail Promptly As Follows:

Attach all receipts and return to AΔK
Headquarters, 1615 W. 92nd St., Kansas
City, Missouri, 64114, ([800] 247-2311)
immediately following installation.

ALPHA DELTA KAPPA
International Honorary Organization
for Women Educators

REPORT OF NEW CHAPTER INSTALLED

New Chapter _____
State/Province/Nation _____ City/County _____

Sponsoring Chapter _____
State/Province/Nation _____ City/County _____

Number Initiated _____ Installation Date _____

LIST NAMES OF THOSE INITIATED IN ALPHABETICAL ORDER

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is this is your complete list of Charter Members? Yes _____ No _____

If not, when do you expect the final installation of charter members to occur? _____

OFFICER NAMES

President: _____

Treasurer: _____

Membership

Chairman: _____

INSTALLATION EXPENSES

- Not to exceed \$350
- Submit bills/receipts

Subtotal _____

Mileage at .56¢ per mile for one car, parking, tips and
tolls _____

TOTAL _____

SIGNATURE OF SPONSOR _____

ADDRESS _____

CITY, STATE/PROVINCE/NATION, ZIP/PO CODE _____



REPORTS

ALPHA DELTA KAPPA ANNUAL CHAPTER HIGHLIGHTS SUMMARY

Chapter Corresponding Secretary to use chapter minutes to complete

The purpose of this form is to provide chapter accountability and compliance with Bylaws and IRS requirements

DUE at AΔK Headquarters on August 1

Mail: 1615 W. 92nd St; Kansas City, MO 64114 or
Fax: 816-363-4010 or
Email: kbanks@alphadeltakappa.org

Send a copy to Headquarters and keep a copy for your chapter files

☐ Chapter Yearbook sent to *S/P/N President

S/P/N*		Chapter Name	
*S/P/N means State (U.S. and Puerto Rico) OR Provincial (Canada) OR Nation (Australia, Jamaica and Mexico)			
Meeting Date held June 1-May 31 (only 9 are required):			
Total Number in Chapter (Excluding Honorary, Limited & Active-On-Leave Members):			
Number Present at meeting (Report as Members/Guests, i.e. 23/2):			
Fraternity Education Activity Conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minutes sent monthly to S/P/N President?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list the number of members attending the following meeting during this reporting period (some areas may not hold all meetings listed below):

Council Meetings	District Meetings	S/P/N Conventions	Other S/P/N Meetings	Regional Conference	International Convention
1. List Altruistic Projects: _____					
2. List Scholarships and Amounts Awarded: _____					
3. List Ways & Means Activities: _____					
4. Describe Recruitment/Retention Efforts: _____					
5. List Community and School Recognition Received by Members and/or Chapter: _____					
6. List Special Activities (Such as Founders' Day, Fun Day, etc.): _____					
7. Observed AΔK Month or held Founders' Day Activity. Describe Activity: _____					
8. Describe Any Exemplary Chapter Program(s) including Excellence in Education programs/projects and any World Understanding programs/projects conducted by your chapter: _____					
9. Describe Any Assistance Needed from *S/P/N: _____					

Submitter's Name: _____ Phone or Email: _____ Date: _____

Additional forms may be printed from the Alpha Delta Kappa International Website. You may complete this form online at www.alphadeltakappa.org under "Documents & Forms"

Alpha Delta Kappa International Headquarters - email: headquarters@alphadeltakappa.org or phone 1-800-247-2311



S/P/N _____ Chapter Name _____ Region _____

Chapter Needs Assessment / EVEN Numbered Year

Indicate current year 2016,
2018, 2020, etc.

To be completed by:

Chapter membership chairman & chapter president

Input from chapter members may be helpful

Note: Information may flow to the next page if needed.

The CHAPTER MEMBERSHIP CHAIRMAN is to return the completed form on line, by mail or email: To S/P/N membership consultant

AND to the regional membership consultant

On or before Oct. 1 (postmark deadline) required to receive a pearl for the Seven Pearl Award

Current number of members:

1. Active

• Engaged in education * _____

• Not engaged in education _____

2. Active on Leave

3. Limited

4. Honorary

* Note: Retired educators may continue to be active in education. Examples of actively engaged include regularly subbing or volunteering in schools, supervising student teachers, teaching evening classes, GED classes, college classes, etc.

1. **Chapter Balance:** Total number of members in your chapter: _____
 - a. Retired members _____
 - b. Elementary teachers _____
 - c. Middle/Jr. High teachers _____
 - d. Senior High teachers _____
 - e. Administrators _____
 - f. College personnel _____
 - g. Non-traditional roles _____
 - h. Other : _____
2. For the past five meetings, what was the average member meeting attendance? _____%
3. When did your chapter last initiate a new member? _____ How many? _____
4. In the last biennium, how many members left the chapter (transfer, resign, drop by HQ, Omega, etc.)? _____
List reason(s) for leaving, if known: _____
5. Does your chapter currently have a full slate of officers? Yes _____ No _____
If no, which offices have not been filled and how do you plan to meet the responsibilities of those offices? _____
6. How does your chapter identify or locate new or prospective members? Please explain: _____
7. a. Are chapter meeting times and locations satisfactory to members _____ Yes _____ No _____
How do you know this? _____
- b. Do you use the Member Needs Assessment Form found in the Membership Development Manual to survey your members' needs and interests? Yes _____ No _____
If yes, how do you use it? _____
If no, how do you determine the needs of your chapter members? _____
8. Check the types of programs you've had in the last year: _____ Professional Development _____ Personal Development _____
World Understanding _____ Altruism _____ Educational Excellence _____
Do members have time for fellowship at each meeting? Yes _____ No _____
Do you have Fraternity Education at each meeting? Yes _____ No _____
During which type of programs do members seem most engaged? _____
9. a. Identify strengths of your chapter: _____
- b. Identify challenges your chapter is encountering: _____

Note: please be specific and include as many details as possible for both items.

10. a. In the next two years, what do you hope your chapter will achieve in terms of membership goals?
- b. How will this be accomplished? _____

Submitted by:

Name _____

Office _____

Email _____

Telephone _____



S/P/N _____ Chapter Name _____ Region _____

Chapter Needs Assessment / ODD Numbered Year

Indicate current year 2017,
2019, 2021, etc.

To be completed by:

- **Chapter membership chairman & chapter president**
- Input from chapter members may be helpful

Note: Information may flow to the next page if needed.

The **CHAPTER MEMBERSHIP CHAIRMAN** is to return the completed form on line, by mail or email:

- To S/P/N membership consultant
- **AND** to the regional membership consultant
- **On or before Oct. 1** (postmark deadline) *required to receive a pearl for the Seven Pearl Award*

Current number of members:

- Active** _____
 - Engaged in education* _____
 - Not engaged in education _____
- Active on Leave** _____
- Limited** _____
- Honorary** _____

** Note: Retired educators may continue to be active in education. Examples of actively engaged include regularly subbing or volunteering in schools, supervising student teachers, teaching evening classes, GED classes, college classes, etc.*

- Chapter Balance:** Total number of members in your chapter: _____

a. Retired members _____	d. Senior High teachers _____	g. Non-traditional roles _____
b. Elementary teachers _____	e. Administrators _____	please identify: _____
c. Middle/Jr. High teachers _____	f. College personnel _____	h. Other _____
- For the past five meetings, what was the average member meeting attendance? ____%
- When did your chapter last initiate a new member? _____ How many? _____
- During the past year, how many members have left the chapter (transfer, resign, drop, Omega, etc.)? _____
List reason(s) for leaving, if known: _____
- Do you anticipate your chapter will have difficulty securing a slate of officers in the spring? Yes _____ No _____
If yes, how do you plan to address this? _____
- How does your chapter identify or locate new or prospective members? Please explain: _____
- a. Are chapter meeting times and locations satisfactory to members? Yes _____ No _____
How do you know this? _____
- b. Do you use the Member Needs Assessment Form found in the Membership Development Manual to survey your members' needs and interests? Yes _____ No _____
If yes, how do you use it? _____
If no, how do you determine the needs of your chapter members? _____
- Check the types of programs you've had in the last year: _____ Professional Development _____ Personal Development _____
_____ World Understanding _____ Altruism _____ Educational Excellence _____
Do members have time for fellowship at each meeting? Yes _____ No _____
Do you have Fraternity Education at each meeting? Yes _____ No _____
During which type of programs do members seem most engaged? _____
- a. Identify strengths of your chapter: _____
b. Identify challenges your chapter is encountering: _____

Note: please be specific and include as many details as possible for both items.

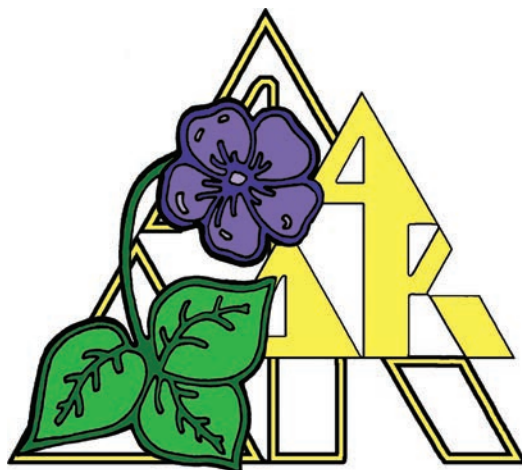
- a. **What chapter membership goals were set for the biennium?**

- What progress has been made in achieving these goals?**

Submitted by:

Name _____
Office _____

Email _____
Telephone _____



TOOLS

&

RESOURCES



Alpha Delta Kappa

International Honorary Organization for Women Educators

Dedicated to . . . improving and promoting education and the teaching profession, taking personal action to make a difference in the community and increasing world understanding.

Membership

With more than 32,000 members and more than 1,200 chapters, Alpha Delta Kappa is an international honorary organization for women educators. Members are from every state in the United States and Puerto Rico as well as Australia, Canada, Jamaica and Mexico.

To be eligible for membership, women must be employed full-time in the education profession with two or more years professional experience; certified in teaching, administration or some specialized field of education; and receive recommendation from a member and approval by the chapter.

History

Alpha Delta Kappa was founded in 1947 by four women educators--Agnes Shipman Robertson, Marie Neal, Marion Southall and Hattie Poppino. These visionary women saw the need for an organization to promote close professional and personal ties among women educators.

Service to Others

Around the world, Alpha Delta Kappa members combine their time and energy to enrich the lives of others through thousands of community-based projects. Because of their efforts, adults may have a second chance to learn to read and women and children in need may have a more comfortable shelter.

Members also "make a difference" on an international scale through major annual donations to selected charities. Since 1981, Alpha Delta Kappa has donated nearly \$2.5 million to St. Jude Children's Research Hospital and nearly \$100,000 to the Alzheimer's Association.

In total, from 2013-2015, members gave more than **\$13.7 million in scholarships and other gifts as well as volunteered more than 2.1 million hours** to educational and charitable causes.

International Headquarters

(816) 363-5525/(800) 247-2311

www.alphadeltakappa.org

FAX (816) 363-4010

Improving and Promoting the Education Profession

Along with service to others, Alpha Delta Kappa members are just as committed to improving and promoting the teaching profession through:

- Professional/personal development for members through workshops, conferences, conventions and scholarships.
- Professional recognition through several awards programs that spotlight innovative work by today's teachers.
- Encouraging and helping prepare future teachers by providing numerous scholarships to bright young women and men studying education.
- Promoting world understanding and education in other countries by annually providing seven \$10,000 scholarships for young women from foreign countries to study at U.S. universities/colleges.
- Promoting world understanding with biennial International World Understanding Projects, which have included building schools in Vietnam and Peru, and supporting a bookmobile and education program on the Cheyenne River Lakota/Sioux Reservation in South Dakota.

Founded: 1947

Members: 32,000+

Chapter Locations:

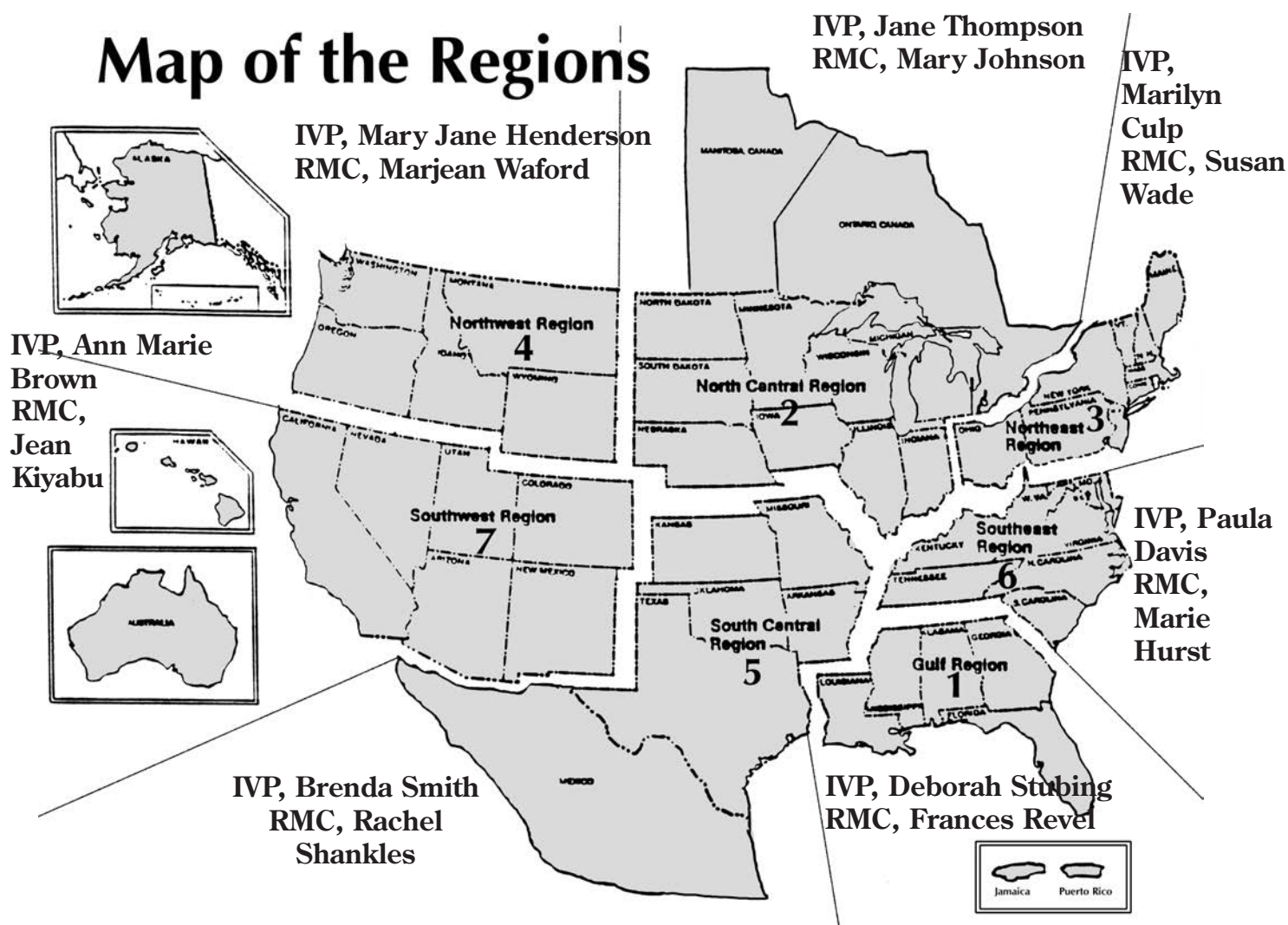
Chapters: 1,264

In all 50 States of the U.S. and Puerto Rico as well as Australia, Canada, Jamaica and Mexico.

2016 Regional Conferences:

- Gulf, June 29–July 1, 2016 at Jackson Marriott in Jackson, MS
- North Central, July 7-9, 2016 at Hilton Indianapolis Hotel & Suites in Indianapolis, IN
- Northeast, July 18-20, 2016 at Sheraton Portsmouth Harborside Hotel in Portsmouth, NH
- Northwest/Southwest, August 1-3, 2016 at Hyatt Regency Tamaya Resort and Spa in Santa Ana Pueblo, NM
- South Central, July 13–15, 2016 at Radisson Hotel Branson in Branson, MO
- Southeast, July 25-27, 2016 at Galt House Hotel in Louisville, KY

Map of the Regions



ALPHA DELTA KAPPA REGIONS

Gulf	North Central	Northeast	Northwest	South Central	Southeast	Southwest
Alabama	Illinois	Connecticut	Alaska	Arkansas	Kentucky	Arizona
Florida	Indiana	Delaware	Idaho	Kansas	Maryland	Australia
Georgia	Iowa	Maine	Montana	Mexico	North Carolina	(Queensland & Victoria)
Jamaica	Manitoba	Massachusetts	Oregon	Missouri	South Carolina	California
Louisiana	Michigan	New Hampshire	Washington	Oklahoma	Tennessee	Colorado
Mississippi	Minnesota	New Jersey	Wyoming	Texas	Virginia	Hawaii
Puerto Rico	Nebraska	Ohio			West Virginia	Nevada
	North Dakota	Pennsylvania				New Mexico
	Ontario	Rhode Island				Utah
	South Dakota	Vermont				
	Wisconsin					

Chapter Supplies

ORDERING INFORMATION:

- **Order all items through Alpha Delta Kappa Headquarters, 1615 W. 92nd Street, Kansas City, MO 64114. Make checks payable to Alpha Delta Kappa. All prices are quoted in U.S. Funds.**
- **PACKAGES WEIGHING 13 oz. OR MORE, AS WELL AS PACKAGES SHIPPED OUTSIDE THE U.S. WILL REQUIRE EXTRA POSTAGE, WHICH MAY BE BILLED SEPARATELY.**
- **ALPHA DELTA KAPPA DOES NOT EXPRESS MAIL SHIPMENTS.**

Chapter supply items may be ordered by email, to supplies@alphadeltakappa.org. Please include item number and quantity.

MEDIA:

S1	"History of Alpha Delta Kappa" By Founder Agnes S. Robertson (13 min., 4 sec.)	\$3
S2	"Alpha Delta Kappa: 1947-1967" By the late International Executive Board Life Member Pauline M. Graham (45 min., 10 sec.)	\$3
S3	"The Lamp of Alpha Delta Kappa" 3 tracks—Instrumental, Vocals, Instrumental+Vocals	\$3
S22	AΔK DVD: "Celebration of Leadership" "The First 50 Years" Interviews with all surviving International leaders conducted at the 1995 International Convention—One of the Golden Anniversary Special Projects. (34 min., 50 sec.)	\$5
S28	AΔK Foundation DVD Highlights the good works of the Alpha Delta Kappa Foundation (8 min., 10 sec.)	\$5
S63	NEW! Mormon Tabernacle Choir CD	\$5
S64	Membership Show CD Customizable Powerpoint w/AΔK basics	\$3
S66	Fraternity Education CD/DVD Collection Includes S1, S2, S3, S22, S28, S64, S67 and S65 (latest available)	\$25
S67	"Membership: Celebrating Excellence" DVD Member testimonials (17 min., 50 sec.)	\$5

CERTIFICATES (PDFs AVAILABLE FOR VIEWING/PRINTING ON THE INTERNATIONAL WEBSITE):

S6	Sapphire Sister Certificate 8½ x 11"	\$2
S60	Recognition Certificate 7¼ x 9" wide certificate with black print on parchment-like paper and a gold logo. (Pictured on preceding page.)	\$2
S61	Past President's Certificate 7¼ x 9" wide certificate with black print on parchment-like paper and a gold logo.	\$2

BOOKLETS/MANUALS/FOLDERS:

S9	Membership Handbook*	\$4
S55	International Bylaws	\$2
S11	Membership Development Manual Pages* (Binder not included)	\$4
S19	Alpha Delta Kappa Ceremonies (Membership Ceremony Included)	\$2

Free Chapter Supplies, including forms, are available at www.alphadeltakappa.org/supplies. Sheet music, a high-resolution image of the Crest portrait, and an .mp3 of "The Lamp of Alpha Delta Kappa," are available on the same page at no charge.

BROCHURES (PDFs AVAILABLE FOR VIEWING/PRINTING ON THE INTERNATIONAL WEBSITE):

S31	Pearls of Achievement [limit 1, copy as needed]
S32	Annual Program Award [limit 1, copy as needed]
S36	AΔK International Brochure
S38	ITE Brochure [limit 1, copy as needed]
S39	Alpha Delta Kappa Foundation
S40	Living Memorial Brochure [limit 1, copy as needed]
S41	Regional Professional Development Scholarship Brochure [limit 1, copy as needed]
S42	Regional Mini-Scholarship Brochure [limit 1, copy as needed]
S44	"Big Opportunity" Purse-Size Pledging Brochure
S45	"Our People" Pledging Brochure

MEMBERSHIP SUPPLIES (PDFs AVAILABLE FOR VIEWING/PRINTING ON THE INTERNATIONAL WEBSITE):

S46	Membership Invitations
S47	Informational Meeting Invitations
S48	Pledge Cards
S49	New Member Process: 1 form, photocopy as needed
S51	"Friends Ask Friends" Referral Card (to recommend out-of-area educators for membership) [each Friends Ask Friends Referral card includes space for three (3) names]
S52	New Member Announcement

***These resources are updated frequently. The latest versions are always available as PDFs on the International website.**

Copy and distribute to each member at the beginning of the chapter year.

MEMBER'S GUIDE

Name _____ Date of Initiation _____

Purpose: This visual record may remind you of the many opportunities available for involvement in Alpha Delta Kappa. Actively participating in the activities of your sorority will benefit you, your sisters and your community. Please record this for consecutive years.

	YEAR _____	YEAR _____
Number of chapter meetings attended		
Paid dues before deadline		
Participated in altruistic/fundraising projects		
Participated in chapter service projects		
Read publications		
Attended district meeting (if applicable)		
Attended S/P/N convention		
Attended regional conference		
Attended International convention		
Other Leadership:		
• Served on a chapter committee		
• Served as a buddy/mentor		
• Served as a chapter committee chairman		
• Served as a chapter officer		
• Served beyond chapter level		
Sponsored a new member		
Goals: Service at other levels		
District		
State/Provincial/National		
Regional		
International		

What benefits have you enjoyed as a member of Alpha Delta Kappa? Check all that apply:

___ Fraternal Fellowship, year: _____ ___ Leadership Development, year: _____
 ___ Altruism, year: _____ ___ Personal Enrichment, year: _____ ___ Friendship, year: _____
 ___ Scholarship, year: _____ ___ Professional Development, year: _____
 ___ Other, year _____: _____



Member Needs Assessment

1. How long have you been a member of Alpha Delta Kappa? _____

2. Why did you join Alpha Delta Kappa?

3. What do you value most about your membership?

4. Has AΔK benefitted you professionally? Yes _____ No _____ Please explain.

5. Has AΔK benefitted you personally? Yes _____ No _____ Please explain.

6. Leadership/Service:

What chapter office would you consider holding? _____

What committee would you consider serving on? _____

Would you chair this committee? Yes _____ No _____

What chapter project or activity do you find most rewarding?

7. Meetings:

A. Do you normally attend:

District/Council meetings? Yes _____ No _____

State/Provincial/National meetings? Yes _____ No _____

Regional Conferences? Yes _____ No _____

International Conventions? Yes _____ No _____



B. Are our chapter meeting dates, times and locations convenient? Yes _____ No _____
If "No," please explain.

C. Suggest one thing that would improve our chapter meetings.

8. Chapter Programs:

A. Rank the type of program you prefer with five being the most desirable, one the least.

Personal Enrichment 1 2 3 4 5

Professional Growth 1 2 3 4 5

World Understanding 1 2 3 4 5

Altruistic Endeavors 1 2 3 4 5

Fraternity Education 1 2 3 4 5

9. If you could change one thing about our chapter what would it be?

10. What changes could be made to make your participation more meaningful?

CNA TIMELINE

(Chapter Needs Assessment)



- Spring** → Chapter membership chairman provides and requests chapter members to complete the Member Needs Assessment Form (found in the Membership Development Manual)
- Spring** → Chapter membership chairman compiles results of Member Needs Assessment Forms
- Summer** → Chapter membership chairman shares results with chapter president and executive board. Together they use the information to develop chapter goals, programs, and complete the Chapter Needs Assessment (CNA)
- Aug/Sept.** → Chapter membership chairman submits the Chapter Needs Assessment to the S/P/N membership consultant **AND** the regional membership consultant (RMC)
no later than Oct. 1
- October** → S/P/N membership consultant submits checklist to RMC
no later than Oct. 7
- October** → S/P/N membership consultant and the RMC collaborate to develop and implement strategies to assist chapters
- Nov 1** → Deadline for RMC to submit list of chapters who submitted the CNA to headquarters by the Oct. 1 deadline
- Dec 1** → HQ publishes the updated Pearls Report

March 2016

CHAPTER MEMBER PROFILE SUMMARY

It is important that the chapter membership chairman knows the demographics of her chapter. Once the Chapter Member Profile Summary is completed, the chapter membership chairman shall analyze the results and discuss them with the chapter.

The results will help the chapter membership chairman better meet the needs of chapter members and point out specific areas where diversification would provide a better balance for the chapter.



State/Province/Nation _____ Chapter _____

1. Total number of members in chapter: _____
Total number in each membership status: _____
Total Active Members: _____

Actively Engaged in Education (Still under contract) _____

Retired/Actively Engaged in Education* _____

Retired/Not Actively Engaged in Education _____

Active On Leave _____

Life Member _____

Honorary _____

Limited Member _____

Age Range

25 - 35 _____

36 - 45 _____

46 - 55 _____

56 - 65 _____

Over 65 _____

** Note: Retired educators may continue to be active in education. Examples of actively engaged include regularly subbing or volunteering in schools, supervising student teachers, teaching evening classes, GED classes, college classes, etc.*

2. Number of members in each of the following categories:

Education, Administration _____

Education, Early Childhood _____

Education, Elementary _____

Education, Middle School/Jr. High _____

Education, Secondary _____

Education, Post High School _____

Education, Support Services _____

Education, Retired _____

- Retired /Actively Engaged in Education* _____

- Retired / Not Actively Engaged in Education _____

Career Interrupted _____

Employed, Non-Education _____

Support Services (Counselors, Psychologists, etc.) _____

3. Years of membership in Alpha Delta Kappa for each member:

Number of Members

0 - 3 years _____

3 - 5 years _____

5 - 7 years _____

7 - 15 years _____

15 - 25 years _____

Over 25 years _____

4. Combined total number of years your chapter's members have served the field of education: _____

ALPHA DELTA KAPPA

CHAPTER SELF ASSESSMENT DATA SHEET



This self-assessment document has been designed to assist the chapter membership team in evaluating the effectiveness of the chapter. The Chapter Leadership Team is encouraged to complete it annually. This will give chapter leaders the advantage of comparing results from year to year in order to determine any trends or areas of weakness which should be addressed.

I. Demographics

A. Composition:	Number	% of Total
Active Members: Actively Teaching	_____	_____
Active Members: Retired /Actively Engaged*	_____	_____
Active Members: Retired /Not Actively Engaged	_____	_____
Active Members: Career Interrupted	_____	_____
Honorary Members	_____	_____
Limited Members	_____	_____

* *Note: examples of actively engaged include regularly subbing or volunteering in schools, supervising student teachers, teaching evening classes, GED classes, college classes, etc.*

B. Estimate the age range of your members:

Number	
25-35	_____
36-45	_____
46-55	_____
56-65	_____
Over 65	_____

II. Recruitment

A. List how many members your chapter has initiated over the past five years (or as many years as you can easily determine).

Year	Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

B. Prospective Members and Candidates for Membership

1. Do you have a thorough orientation program for candidates for membership?

Yes_____ No_____

2. Does your chapter membership chairman have the support of the rest of the chapter membership team (immediate past chapter president, chapter president, chapter president-elect and all chapter members)? Yes_____ No_____

C. Have you tapped all the sources for new members in your area? Yes_____ No_____

D. Does your chapter include members from the following?

1. Public/Private/Parochial/Separate (Canada) Schools? Yes_____ No_____

2. Pre-school/Elementary/Junior High/Senior High/College/University?
Yes_____ No_____

3. Nurse/Educator/Social Worker/Librarian/Specialists/Other? Yes_____ No_____

III. Retention

A. Are new members “nurtured” and involved immediately in the life of your chapter?
Yes_____ No_____

If not, what can you do differently?

B. How many members have you lost as a result of resignation or non-payment of dues over the last five years (or as many as you can easily determine)?

Year	Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C. Why do the majority of your members drop? _____

D. Do you inform those who resign that they may apply for reinstatement (refer to Bylaws) and explain the process? Yes_____ No_____

E. Do you take any of the following steps to prevent resignations?

Investigate Non-Involvement Through Personal Contact? Yes_____ No_____

Offer Active-On-Leave Status? Yes_____ No_____

Offer Limited Membership? Yes_____ No_____

Revise Your Programming? Yes_____ No_____

Other:_____ Yes_____ No_____

F. Do all members take an active part in the chapter? Yes____ No____

If not, what can you do to remedy this?

G. Chapter President — Communications:

1. Are communications from the state/provincial/national president regularly shared with your chapter? Yes____ No____

2. Are communications from International regularly shared with your chapter?
Yes____ No____

3. How well informed are your members? (check one)
____Very Well Informed
____Fairly Well Informed
____Not Informed

4. Are all members aware of scholarships and grants available to them?
Yes____ No____

IV. Member Involvement

A. Do you have actively functioning committees in your chapter? Yes____ No____

B. Do you sense that every member feels she is important to the other chapter members?
Yes____ No____

If no, how can you make every member feel an integral and vital part of the chapter?

C. Attendance at city/area councils, district meetings, state/provincial/national conventions and gatherings, regional conferences and International conventions:

1. Are your members knowledgeable of the meetings noted above? Yes____ No____

2. Is attendance urged for the meetings noted above? Yes____ No____

If no, which meetings need to be better communicated to your members?

3. Does your chapter have a fund to support attendance at each meeting noted above?
Yes____ No____

If yes, is it fully utilized? Yes____ No____

If it is not fully utilized, why not?

V. Chapter President — Leadership Development

A. Are your members encouraged to seek office at the following levels?

Chapter Level	Yes_____ No_____
City/Area Council Level	Yes_____ No_____
District Level	Yes_____ No_____
State/Provincial/National Level	Yes_____ No_____
International Level	Yes_____ No_____

B. Do you have a comprehensive orientation for newly installed chapter officers and committee chairmen? Yes_____ No_____

C. Do you groom members for leadership roles? Yes_____ No_____

If no, what can you do differently? _____

VI. Chapter President — Meetings

A. Is the time, place and topic for your meetings sent well in advance and noted in the chapter yearbook and reminders through social media? Yes_____ No_____

B. During the last year, did some of your meetings lack a quorum (refer to Bylaws)?
Yes_____ No_____

If yes, what could you have done to prevent this?

C. Is programming designed to meet the personal and professional needs of the membership? Yes_____ No_____

D. Have you polled your members to determine what topics and types of programs they would like? Yes_____ No_____

E. Is the composition of your meetings such that members want to come back?
Yes_____ No_____

1. Is your agenda well-planned? Yes_____ No_____

2. Do your meetings begin on time? Yes_____ No_____

F. Are your meeting times and places convenient to the majority of your members?
Yes_____ No_____

G. Are you sensitive to the amount of time your members can give to Alpha Delta Kappa projects and activities? Yes_____ No_____

- H. Do you consider the financial “capacity” of your members when planning special events?
Yes_____ No_____
- I. Do you have a fraternity education segment at each meeting? Yes_____ No_____
- J. How long has it been since your chapter studied the International Bylaws?
- K. Are you aware of the Alpha Delta Kappa Code of Ethics? Yes_____ No_____
- L. Do you follow the Officer and Committee duties found in the International Bylaws?
Yes_____ No_____

VII.Administration

- A. Does your chapter president share the full packet of information and forms with the appropriate officer and committee chairmen? Yes_____ No_____
- B. The following reports are submitted on time. (check all that apply)
- _____ H-119 Change of Status (Immediately upon any change of status or address)
 - _____ H-114 Annual Chapter Highlights Summary (By August 1)
 - _____ H-138 Dues Payment (Postmarked by January 31)
 - _____ H-103 Member Application (30 days prior to initiation)
 - _____ H-133 Report of Initiation (Immediately after initiation)
 - _____ Chapter Needs Assessment (Postmarked by October 1 to S/P/N membership consultant and regional membership consultant)

CONGRATULATIONS!!!

You’ve now taken a good look at your chapter’s operations. Good luck in minimizing your weaknesses and maximizing your strengths.

RESPONSIBILITIES OF THE MEMBERSHIP TEAM

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CHAPTER TEAM:

Chapter Membership Chairman, Chapter President, Chapter Members:

- Assess needs with chapter members (surveys)
- Complete Chapter Needs Assessment (CNA)
- CMC sends CNA to S/P/N Membership Consultant & RMC postmarked or submitted online by Oct. 1 in even-numbered year
- CMC sends update of CNA to S/P/N Membership Consultant & RMC postmarked or submitted online by Oct. 1 in odd-numbered year
- Implement plan and report to chapter
- Communicate membership development information to chapter
- Assess effectiveness of plan and revise as needed
- Assist in preparing and check to see that the Annual Program Award Form has been submitted by Sept 10, deadline to the Regional International Vice President

S/P/N TEAM:

S/P/N Membership Consultant, S/P/N President, S/P/N President-Elect, Immediate Past S/P/N President:

- Mentor Chapter Membership Chairmen
- Plan for New Chapter Development in underserved areas of the S/P/N
- Submit to RMC by Oct 7 a list of all chapters submitting CNA on time
- Communicate with all chapters regarding needs found
- Be available to assist chapter via telephone/email, visits, etc., as needed
- Report to S/P/N Membership Team concerns and successes of individual chapters
- Keep RMC aware of chapter concerns and successes
- Complete S/P/N membership report and submit to RMC online or by mail by Dec 31 and June 30
- Publicize State/Provincial/ National and International Membership Campaign(s) annually

REGIONAL TEAM:

Regional Membership Consultant and International Vice President of Region:

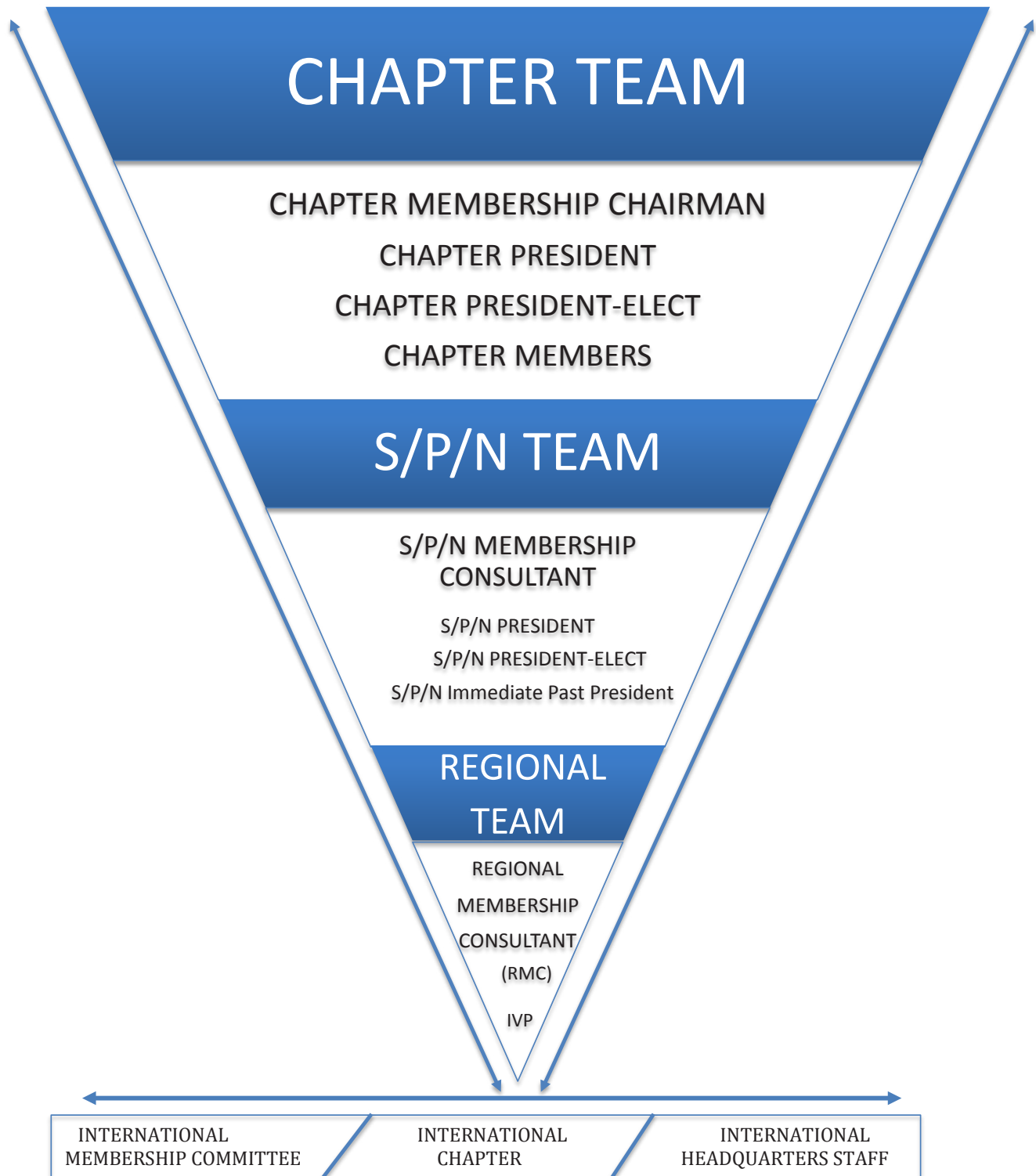
- Mentor S/P/N Membership Consultants
- Monitor S/P/N teams and CNAs
- Record CNA dates, coordinate with S/P/N Membership Consultants
- Submit S/P/N CNA reports to HQ by Nov. 1 deadline
- Provide resources and feedback as indicated by CNA analysis
- Provide December, March and June membership statistics; communicate with each S/P/N to provide support
- Prepare summary of S/P/N needs and concerns for IMC
- Conduct membership seminar and workshop at Regional Conference and International Convention
- Communicate through newsletters, websites, social media, personal contacts, emails, etc.
- Review pending lists and contact S/P/N president to verify that the initiation has occurred and that the H-133, Report of Initiation, has been submitted to HQ

INTERNATIONAL TEAM:

International Chapter, International Membership Committee, International Headquarters

- Provide ongoing support of membership development at all levels
- Develop international membership goals/assess annually
- IVP Membership Mentors RMCs and IVPs
- Plan training sessions with regional membership consultants

MEMBERSHIP FOR SUCCESS



NEW MEMBER PROCESS



It is important that a chapter customize the new member process to meet its needs. There is no set time frame in which to complete the process. However, it must be done in a timely manner to capture the enthusiasm of the prospective member. The chapter membership chairman should work closely with the chapter president in coordinating these efforts. Because chapter needs vary, there is no designated month for initiation. However, initiation early in the calendar year gives the new member the full benefit of her membership fee.

Sequential Components of the Process

1. Analyze membership needs of the chapter.
2. Order new member supplies, including membership invitations, from Alpha Delta Kappa website to have on hand whenever a prospective member attends a meeting.
3. Review current bylaws (Article III, Sec. 1,2,3,4,5) to determine eligibility and balloting procedures.
4. Consider scheduling an informational meeting or luncheon meeting for prospective members. Alpha Delta Kappa Month is an opportune time to “educate” prospective members about Alpha Delta Kappa.
5. At the first meeting of the year, encourage all chapter members to consider inviting prospective members to a chapter meeting or an informational tea.
6. Encourage prospective members to attend an informational meeting and or other chapter meetings to learn more about the mission and principles of Alpha Delta Kappa.
7. Distribute **Form H-151: Prospective Member Recommendation** to chapter members, who have invited prospective members to attend chapter events. Note: one sponsoring member and two active members who will endorse the prospective member are required. This form is the indication that the sponsor feels the time is right to consider the prospective member for membership.

8. The chapter membership chairman will request the president to include an agenda item for the next meeting to discuss qualifications of each proposed member and consider the invitation for membership.
9. Vote by ballot and record results in chapter's minutes. Refer to the International Bylaws for the voting process.
10. Mail membership invitations to prospective members receiving a unanimous affirmative vote.
11. Encourage the sponsoring member to have a one-on-one conversation with the prospective member about what she can expect from membership in Alpha Delta Kappa. See handout of **The Role of the Sponsoring Member.**
12. The chapter membership chairman shall conduct an informational / orientation meeting for prospective members. Utilize brochures and resources available from Headquarters.
13. Distribute Membership Applications (H-103) to those women who accept the invitation of membership.
14. Collect membership applications and fees from each prospective member.
15. Send membership applications and fees to International Headquarters.
16. Plan and conduct initiation ceremony. Optional: Invite family and friends (See **Ceremonies booklet**).
17. Send form H-133: Report of **Initiation** to International Headquarters immediately following initiation.
18. Involve the new members in a meaningful way as soon as possible. See handout of **The Role of the Sponsoring Member.**

Newly initiated members will receive their new member packet four to six weeks after International Headquarters receives all the items listed above. Chapter membership chairmen should check with new members to see if the new member packet has been received.

NOTE: make sure you use the most recent forms available to ensure that the fee amounts will be correct. Forms are available on the Alpha Delta Kappa International Website, or by request from International Headquarters (headquarters@alphadeltakappa.org; FAX: 816-363-4010; 800-247-2311). The Initiation Ceremony is found in the Ceremonies Booklet.

NEW MEMBER INFORMATION PROFILE
For chapter use only.

Name _____

Address _____

Home Phone _____ Cell _____

E-mail _____

School Name /Grade or Department _____

Principal/Supervisor _____

Work Address _____

Work Phone Number _____

Family _____

Interests _____



ESTABLISHING A NEW CHAPTER AN ORDERED LIST

New Chapter Development is an ongoing effort for every State/Provincial/National (S/P/N) Membership Committee as Alpha Delta Kappa works to broaden its scope of influence. This should happen on a regular basis.

1. Review Bylaws, Article IV, Section 1
2. Determine feasibility for establishment and growth of chapter.
3. When a chapter or member desires to establish a new chapter, an application letter must be mailed to the S/P/N president and to the S/P/N membership consultant.
4. The S/P/N president and S/P/N membership consultant are to be in charge and to coordinate the process of establishing a new chapter.
5. After contacting S/P/N president and S/P/N membership consultant to discuss feasibility for a new chapter, and gaining approval, proceed to get approval from Alpha Delta Kappa Headquarters.
6. Request Application for Establishing a New Chapter from Headquarters.
7. Complete and return Application.
8. Once Headquarters has approved the application, supplies will be mailed.
9. Collect recommendations for prospective members and send invitations for informational meeting.
10. Conduct informational meeting for prospective members, utilizing current membership brochures and the New Prospective Member PowerPoint available on the International Website.
11. A ceremony for candidates is optional.
12. Distribute Form H-103 Application for Membership to each candidate for membership. Mail completed forms with fees to International Headquarters at least four weeks prior to initiation.
13. Make arrangements for the initiation service and installation of officers.
14. Notify Headquarters of date, time and place of initiation and installation. Headquarters assigns the Greek letter name of the new chapter and sends the initiation invitations to candidates approximately two weeks prior to installation.
15. Congratulatory letters are sent from Headquarters to S/P/N presidents, the regional IVP, and the sponsor.
16. Conduct initiation and installation. Submit Form H-108 Installation of New Chapter, along with receipts for expenses up to \$350 to Headquarters.
17. Headquarters will send a New Chapter Packet and supplies to the new chapter president.

**The nurturing of this new chapter is the responsibility of the
S/P/N Membership Team.**

CHECKLIST FOR NEW CHAPTER FORMATION

RESPONSIBILITIES OF NEW CHAPTER SPONSOR

- _____ Conduct service for candidates, if desired.
- _____ Review all new chapter forms and materials received from International Headquarters.
- _____ Mail completed applications and fees to International Headquarters. (Make checks payable to Alpha Delta Kappa.)
- _____ Select a date, time and place for initiation. Notify Headquarters.
- _____ Determine who will be responsible and involved in the initiation and installation services.
- _____ Notify S/P/N officers, including S/P/N Membership Consultant, Regional Vice President, and regional membership consultants, of initiation/installation date and extend and invitation to them to attend and/or participate.
- _____ Obtain items needed for initiation/installation.
- _____ Conduct initiation.
- _____ Hold election of officers.
- _____ Install new officers.
- _____ Complete and return Form H-108, Report of New Chapter Installed, to Headquarters, along with bills and receipts for all expenditures.
- _____ Conduct an orientation meeting for new chapter officers.
- _____ Establish a follow-up plan with the new chapter to include:
 - Attending meetings
 - Assisting with plans
 - Offering program suggestions
 - Providing fraternity education
 - Mentoring new officers
 - Hosting a shared meeting

Sample News Release Announcing the Establishment of a New Chapter

Contact: _____ (Your Name)
_____ (Mailing Address)
_____ (City, S/P/N, Zip Code)
_____ (Phone Number)

FOR IMMEDIATE RELEASE

_____ (City or Area) Selected As Site For Educators' Organization

(CITY, S/P/N) — Alpha Delta Kappa, an international honorary organization for women educators, has selected _____ (city or area) as the location for a new chapter.

_____ (Number invited) local educators have been invited to an informational meeting which will be held at _____ (Place), _____ (Address), on _____ (Date) at _____ (Time). _____ (Local Person's Name) will serve as hostess for the event.

Alpha Delta Kappa not only promotes high standards in education, but it also sponsors altruistic projects both in the community and internationally. In addition to funding an extensive scholarship program, the organization also has given more than a million dollars during the past 10 years to St. Jude Children's Research Hospital, Susan G. Komen for the Cure and the Alzheimer's Association.

Tentative plans call for the chapter to be installed on _____ (Date). It will become one of more than 1,200 chapters in every state and Puerto Rico and around the world in Australia, Canada, Jamaica and Mexico.

ALPHA DELTA KAPPA EXIT SURVEY



From: International Membership Committee

RE: Information needed for strengthening Alpha Delta Kappa

- Signatures are not required.
- Your cooperation is most appreciated.

1. S/P/N or Region: _____

2. Reason(s) for joining Alpha Delta Kappa originally:

3. Length of membership: _____

4. Reason(s) for resignation: (Please check all answers that apply.)

_____ Health/Family Obligations

_____ Expense

_____ Meeting date inconvenient

_____ Poor Leadership

_____ Programs Uninteresting

_____ Time Commitment

Other – Please explain:

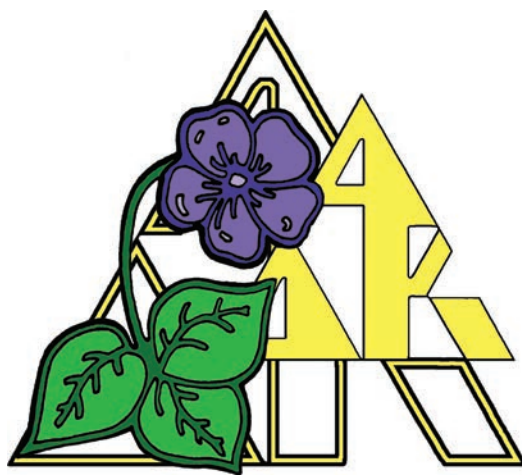
5. What could have been done to maintain your interest in Alpha Delta Kappa?

If you wish to seek reinstatement in the future, please contact Alpha Delta Kappa Headquarters. Detach and retain the information below for future reference.

Thank you for your information. Please send your survey to the address below:



Alpha Delta Kappa
1615 West 92nd Street
Kansas City, MO 64114-3296
800-247-2311
Internet: www.alphadeltakappa.org
E-mail: headquarters@alphakappa.org



SAMPLE LETTERS

Sample Letter Inviting Women Educators to an Informational Meeting

Alpha Delta Kappa An Honorary Organization for Outstanding Women Educators

Date _____

Dear _____:

Alpha Delta Kappa is an international honorary organization for women educators who are united in the common goals of educational excellence, altruism, and world understanding. With more than 30,000 members across the United States and abroad, we accomplish much. Many outstanding women reflecting almost every curriculum area, grade level, and educational position are currently active in _____ Alpha Delta Kappa.

I am pleased to tell you that you have been recommended for membership in Alpha Delta Kappa. I am writing now to let you know about an organizational meeting to be held _____ for you and other outstanding professional educators who have also been recommended. The meeting will give you a chance to ask questions and to meet some current members. Your attendance, of course, will in no way obligate you to affiliate with Alpha Delta Kappa.

I hope you will plan to join other outstanding women on _____ to learn more about the benefits and the honor of membership in Alpha Delta Kappa.

In the interim, please feel free to explore our International web site at www.alphadeltakappa.org and to email me at _____ or phone me at _____, if you have questions. I look forward to meeting you.

Sincerely,

Membership Chairman

_____ Chapter

_____ Alpha Delta Kappa

Enclosures:

Brochure entitled "Alpha Delta Kappa International Organization for Women Educators"

Above is a sample letter inviting women educators to an informational meeting. The letter without the enclosure may be sent as an email and a hard copy mailed with the enclosure.

Sample Letter to a New Initiate

Dear _____:

Congratulations on your initiation into _____ Chapter of Alpha Delta Kappa. We are happy that you chose to join us in the mission of our organization. It is our duty as a chapter to inform, educate and involve you as a member of Alpha Delta Kappa. Please don't hesitate to ask questions about the history of the organization, our purposes, programs on all levels and our procedures.

We look forward to seeing you at our next meeting (date, time, location). We are so glad that you are one of us.

Fraternally,

Chapter President

Sample Letter to a Transfer-In

Name

Address

City, State/Province/Nation Zip

Dear _____:

Welcome to _____ (city). I was excited to hear that you have moved to _____ (city) and that you were a member of _____ (S/P/N Chapter) of Alpha Delta Kappa.

We know you are interested in reestablishing your membership and would like to invite you to affiliate with our chapter in _____. *(Indicate in this letter where you chapter meets — days, times, etc. If it is not feasible to attend a present chapter because of the distance, you may wish to suggest the member consider forming a new chapter in her area with your help.)*

I will be in touch with you before the meeting. Please feel free to contact me at _____ (phone number) or _____ (email) if you have any questions.

We look forward to meeting you soon.

Fraternally,

Chapter President

Sample Letter To Sisters Who Have Resigned

Mail in September

Dear _____:

As we begin a new year in Alpha Delta Kappa, we think back to sisters who were once a vital part of our chapter. We just want to let you know that we are still thinking of you and if we can be of assistance to you in any way, please contact me by phone or email (see below)

If at any time you feel that you can become involved in the chapter life again as an active member of Alpha Delta Kappa, call me to discuss reinstatement procedures. We hope to hear from you very soon.

Fraternally,

Chapter President
phone
email

Sample Letter to Former Member Who Resigned

Date

Your Address

Dear *first*:

As a former member of XXXX XXXXX Chapter of Alpha Delta Kappa, I would like to invite you to be a part of the revitalization efforts for that chapter. I have met with the remaining members of the chapter on several occasions last school year and the decision was made to not only continue as a chapter, but also to invite some of the former members to be a part of the revitalization efforts.

Alpha Delta Kappa seeks to invite the highest quality women educators to be a part of the organization. It is indeed an honor to belong to the organization and to be a part of the opportunities for personal, professional, and leadership development. There are many reasons why members resign. Our status in life does change from time to time. A small number of individuals are committed to preserving the high ideals and camaraderie that the chapter once had.

I would like to invite you to be a part of this and attend the first meeting of the year on (day & date) at the home of (member, member's address). The meeting will begin at (time) and will end no later than (time). (Name) will serve as the new president of the chapter and other officers will be elected at the meeting.

To be reinstated as a member, it will be necessary for you to pay a one-time \$10 reinstatement fee and the dues for the present year. I hope that you are interested in rejoining the organization. If I can answer any questions or be of any assistance, please don't hesitate to call me at XXX-XXXX (home) or XXX-XXXX (work). I look forward to meeting you on (date).

Sincerely,

Sample Letter or Email: We Miss You

Dear _____:

We missed you at our last chapter meeting. Below is a list of the major topics discussed at the meeting and other pertinent information.

- 1.
- 2.
- 3.
- 4.
- 5.

We hope this will keep you informed of the ongoing work of our chapter and hope that you will be able to come to our next meeting on _____ at _____.

Fraternally,

Chapter President

Sample Letter for Member With Continuous Absences

Dear _____:

We have missed seeing you at Alpha Delta Kappa chapter meetings and wonder if there is some way we can be of assistance to you. Each member is a vital link in our organization. We are concerned when you are unable to attend meetings on a regular basis.

Membership in Alpha Delta Kappa affords many benefits to you as an active member. Some benefits include altruistic endeavors, friendships, helping others, personal and professional growth, recognitions, scholarship opportunities and connections with outstanding educators. Your involvement will remind you of just how special membership is in AΔK.

We care. We share. We are concerned. We miss you.

Fraternally,

Chapter President

Suggestions:

- Give the next meeting date/time/location.
- Consider enclosing the agenda.

Sample Letter to Members of a Struggling Chapter

Your Address

Dear *first*:

During last school year, I met with the remaining members of XXXX XXXXX Chapter of Alpha Delta Kappa and we made the decision to try to continue as a chapter with the understanding that we would find someone to take the leadership role. This new leadership would come through taking in new members and/or the reinstatement of previous members. Well . . . I HAVE GOOD NEWS AT LAST!!

(Name), a former member of XXXX XXXXX Chapter, has agreed to be president for the next bien-nium. Hats off to (Name)! This is the plan. The present members as well as a number of previous members interested in reinstatement will meet for the first meeting of this year on (Date). The meeting will be held at the home of (member, member's address). We'll meet at (time) and try to finish no later than (time). At this meeting we'll get organized with officers and assess the needs of the members. We'll start seeking names for potential members and try to establish a plan for the year. Remember when thinking of potential members that membership in Alpha Delta Kappa is an honor and is reserved for the highest quality women educators. Just so that you know who is being invited, I'm enclosing a list of current members as well as a list of former members who are being given the opportunity to come back. A letter is being mailed to them and I hope that I have the most recent address. If you happen to see any of these people, please encourage them to come.

Please don't hesitate to call me at XXX-XXXX (home) or XXX-XXXX (work) if I can answer any questions or be of any assistance. I'm looking forward to seeing you on (date)!

Fraternally,

Alpha Delta Kappa
An Honorary Organization for Outstanding
Women Educators

Date

Dear _____:

Alpha Delta Kappa, an international honorary organization for women educators, has selected city/county as the location for our newest chapter. Our organization seeks to recognize women who have proven to be outstanding professional educators. The honor of membership has been extended to outstanding qualified women in _____.

Alpha Delta Kappa not only promotes excellence in education and world understanding but also sponsors altruistic projects in the community and internationally. First, through its international altruistic projects, it has contributed over one million dollars to St. Jude Children's Research Hospital in Memphis, Tennessee, Susan G. Komen for the Cure in Dallas, Texas, and the Alzheimer's Association in Chicago, Illinois. Secondly, Alpha Delta Kappa biennially awards over a quarter of a million dollars through its ten scholarship programs. The many lives these scholarships have enriched are testimony to the collective efforts of Alpha Delta Kappa.

I am enclosing a brochure containing information about Alpha Delta Kappa.

Sincerely,

Your name, title/chapter

E-mail Address

Telephone Number

Enclosures:

Brochure entitled "Alpha Delta Kappa Windows of Opportunity"

Above is a sample letter to superintendents in proposed expansion area.

Alpha Delta Kappa
An Honorary Organization for Outstanding
Women Educators

Date _____

Dear _____:

Alpha Delta Kappa, an international honorary organization for women educators, has selected city/county as the location for our newest chapter. Our organization seeks to recognize women who have proven to be outstanding professional educators. The honor of membership has been extended to outstanding qualified women in _____.

Alpha Delta Kappa not only promotes excellence in education and world understanding but also sponsors altruistic projects in the community and internationally. First, through its international altruistic projects, it has contributed over one million dollars to St. Jude Children's Research Hospital in Memphis, Tennessee, Susan G. Komen for the Cure in Dallas, Texas, and the Alzheimer's Association in Chicago, Illinois. Secondly, Alpha Delta Kappa biennially awards over a quarter of a million dollars through its ten scholarship programs. The many lives these scholarships have enriched are testimony to the collective efforts of Alpha Delta Kappa.

I am enclosing a brochure containing information about Alpha Delta Kappa.

Sincerely,

Your name, title/chapter E-mail Address Telephone Number

Enclosures:

Brochure entitled "Alpha Delta Kappa Windows of Opportunity"

Above is a sample letter to principals in proposed expansion

Sample Letter to Chapter Officers for Employer Information

(To Be Mailed Soon After Election)

Name _____
Office _____
Address _____
City, S/P/N Zip _____

Dear _____:

We would very much like to acknowledge the leadership role you have assumed as an officer of _____ (Chapter Name) Chapter of Alpha Delta Kappa.

With your permission, we would like to send the enclosed letter to your Superintendent, Principal or employer. (See letter on next page.)

If you wish this to be done, please provide in the space below the name, title and mailing address of the person you wish to receive this personalized letter. Please type or print the information.

Thank you.

Chapter President

Mrs./Ms./Dr./Mr. (Circle one.)

Name _____

Title _____

School (if appropriate) _____

Mailing Address _____

City _____ S/P/N _____ Zip _____

Sample Letter to Employer of Chapter Officer

Name
Office
Address
City, S/P/N Zip

Dear _____:

_____ (Officer's Name) has recently been elected to a two-year term as
_____ (Office) of _____ (Chapter) of _____ (S/P/N)
Alpha Delta Kappa.

Alpha Delta Kappa is an international honorary organization of women educators dedicated to educational excellence, altruism and world understanding.

Our purposes are:

To give recognition to outstanding women educators who are actively engaged in teaching, administration, or some specialized field of the teaching profession.

To build a fraternal fellowship which will add to their effectiveness in the promotion of excellence in education.

To promote high standards in education and to assist in strengthening the status and advancement of the teaching profession.

To promote educational and charitable projects and activities, to sponsor scholarships, to further and maintain worthy standards in the field of education, and to cooperate with worthy community programs relating to education and charities.

To contribute to world understanding, goodwill and peace through an international fellowship of women educators united in the ideals of education.

_____ (Name), who is part of _____ (School System/Business) is indeed a valuable leader in Alpha Delta Kappa and we thought you would be pleased to learn of the recognition which has been accorded her outstanding abilities.

Sincerely,

_____, president
_____ (Chapter Name)

FREQUENTLY ASKED QUESTIONS & THEIR ANSWERS



1. **Some of our chapter members attended an event at one of their schools, where the “Teacher of the Year” for each school in the district was being recognized. After the program at the reception, our members had the opportunity to speak with several of the honorees? Would it have been appropriate to share Alpha Delta Kappa with them and invite them to consider membership in our organization?**

This is a great occasion for members to network within their districts or counties and don't forget to wear your badge to these educational gatherings. What a great opportunity to share what Alpha Delta Kappa is and extend an invitation to an event the chapter may be holding, such as a pot luck dinner with a speaker, a hands on activity where there is lots of interaction, or a painting/wine tasting program. This would create time for lots of sharing and fellowship, an integral part of the “personal touch” of membership.

2. **My chapter is very happy with the members we have. We like to meet in homes thus a small chapter works for us. Why do we need new members?**

A lot of chapters have been happy being small and not taking in new members.

Unfortunately, what we have seen in our history is that chapters which do not take in new members and maintain membership of multiple age groups, eventually get so small that they no longer have access to potential and the chapter eventually folds. By regularly bringing in new members, especially of multiple age groups, chapters are more likely to stay viable for many years to come.

3. **I know our organization is large and reaches several countries. Just how many members are in Alpha Delta Kappa?**

As the 2014-16 biennium comes to a close there are around 32,000 members in our organization. Alpha Delta Kappa has more than 1,200 chapters located in every state in the U.S., and around the world in Australia, Canada, Jamaica, Mexico and Puerto Rico.

4. **At our first meeting of the year, our chapter treasurer shared with us that we could pay our dues for the year in three installments and we could post date our checks for our monthly pay date. Some of our members thought we had to pay it all at one time. I hope I haven't gotten my treasurer in trouble.**

Your treasurer is one smart sister! Paying our yearly dues in two or three installments is a great way to help our members out financially. All dues must be paid to the chapter treasurer by your December chapter meeting so she can get them to Headquarters by the deadline date of January 1st.

5. Can I still be retired and actively engaged in education?

Absolutely, a number of teachers/educators retire from the day to day regular schedule, but they substitute or work in the schools on a regular basis. Actively engaged, basically means that you are regularly involved with teachers and/or students and have “access” to prospective members. Substituting definitely meets this explanation. Supervising Student Teachers does as well.

6. Is there any way for a retired teacher to be eligible for membership?

Yes. A retired teacher that has gone back to work in education and is “under contract” is eligible for new membership with Alpha Delta Kappa as long as she meets the certification requirements, too.

Remember the three (3) requirements for eligibility are:

To be eligible for active membership in Alpha Delta Kappa, a woman

- a. Shall have been in the education profession for two (2) or more years.*
- b. Shall be employed under contract in teaching, in administration or some specialized field of education.*
- c. Shall meet one (1) of the following requirements:*
 - (1) Shall have graduated from an accredited college or university with a degree in education.*
 - (2) Shall, in the United States, have met the requirements for teacher certification, administrative certification or certification in a specialized field of education in the state in which she is employed.*
 - (3) Shall, in a country other than the United States, have met the requirements for teacher certification, administrative certification or certification in a specialized field of education in the country in which she is employed.*

7. What exactly does it mean to be under contract? I teach every day, but I no longer sign a contract with the school division.

The International Membership Committee (IMC) currently uses the following definition: A contract can be either a written or oral agreement. It can be a letter of agreement. If it is understood that an educator has a regular work schedule, comes into contact regularly with other educators, is paid for her work, and she carries out the duties of the educational system, she is under contract. But, be reminded, she must meet the other eligibility requirements as well.

Note: The International Executive Board is currently studying this question to determine a definition that can be adopted for future use.

8. Do former members who would like to be reinstated have to be voted on by the members? What fees do they pay?

Yes, a former member who would like to be reinstated must be voted on by the members. A reinstated member will owe dues for the calendar year of her reinstatement. Therefore, a member reinstated in September will owe dues again in December for the coming year. You may wish to ask her to attend meetings as a guest until the end of the year, then complete her reinstatement early the following year so that she will not owe dues so soon following her reinstatement.

\$45 is due at the time of reinstatement (\$10 reinstatement fee plus the \$35 current year's international dues and fees.) She will also owe state dues which should be mailed to her state treasurer. The chapter may decide to waive the chapter dues for the reinstatement year. If a chapter chooses to reinstate in the fall, please keep in mind, the reinstated member will owe dues again by the end of December along with the rest of the chapter.

9. I know that we honor sisters for 25, 35, 50 and 60 years of membership, is it wrong for our chapter to recognize other milestones?

It is always an encouraging idea to recognize any accomplishment of your chapter members. The Alpha Delta Kappa website does have certificates and brief ceremonies available for honoring Silver, Sapphire, Golden and the recently added Diamond sisters. In addition, they actually have printable certificates for 5, 10, 15, 20, 30, 40, 45, 55, and 65 years of membership. Most definitely, take the time to recognize the accomplishments of your chapter members.

10. We are getting ready to initiate 5 new members and one of them is the daughter of a member who has joined the Omega Chapter. The daughter wants to know if she can use her mother's badge instead of purchasing one.

Each member must purchase their own badge when becoming a member. She may choose to wear her mother's badge as she wishes.

A new member may wear the official badge or International pin of her mother or grandmother provided that the new member makes a donation (equal to the cost of the official badge or International pin) to the Alpha Delta Kappa Foundation in the memory of her mother or grandmother.

- 11. As the chapter membership chairman, I received an email from our state membership consultant asking me to contact a sustaining member of Alpha Delta Kappa that had moved to our city. She asked that I contact her and invite her to our meetings in hopes that she may want to join our chapter and leave the sustaining chapter. What does it mean to be a “sustaining member?”**

A sustaining member is either an active member who moves out of the chapter area and has not affiliated with another chapter in the area she has moved into, or an active member whose chapter has disbanded and has no chapter with which to affiliate. More details on this can be found in the International By laws under Article III Membership.

- 12. Can chapters have honorary members?**

Yes, chapters can have up to 2 honorary members with the exception of Fidelis chapters which may have more. Qualifications of a proposed honorary member must be approved by Headquarters prior to her election. Details on this membership status are found in the International By laws, Article III Membership.

- 13. We have an Honorary Chapter member who would like to be the Chapter Historian. Is an honorary sister allowed to hold office?**

According to our International Bylaws, this membership shall entitle an honorary member all privileges other than those of holding office, making motions, and voting. However if the office of Historian is an optional office in the chapter, and if no officer is elected to the office, the president may choose to appoint her to create the archives without holding office or title.

- 15. I am confused. Why does the Membership Campaign end in April when chapters are still initiating new members? Does this mean if my chapter initiate new members in late April or May, that we can't get the pearl for positive net growth?**

The Membership Campaign and the Pearls of Achievement Award are two very different programs.

The Membership Campaign is an incentive program. All chapters that initiate or reinstate new members during the campaign period (ending April 15) are eligible to be entered into a drawing for a monetary voucher to be used towards registration for the regional conference or international convention. Because of the fiscal nature of the award, the voucher must be awarded and used during the fiscal year that ends on May 31.

The Pearls of Achievement Award has multiple criteria. The Positive Net Growth requirement is based on the number of resignations, suspensions, initiations and reinstatements that are recorded at Headquarters by the May 31 deadline.

- 16. I know that one of the 7 Pearls awarded to chapters is for timely reporting. How do our officers keep up with the various due dates? As chapter president I would like to be able to issue those “gentle” reminders.**

Luckily with the increased use of the internet most of those form can be filed online. Although each form has the due date listed a gentle reminder is always helpful. I've found that printing a copy of the Officer Calendar for myself, as well as those filing reports, is a very good way to keep up with important dates.

- 17. My chapter's officers always plan the best programs. Is there a way to recognize their hard work?**

Certainly, having relevant and interesting programs is one of the most important parts of retaining members and catching the interest of prospective members. Our organization certainly does recognize the work a chapter puts into planning a balanced programming agenda which meets the needs of its members and promotes member involvement and member attendance. The Annual Program Award is awarded yearly. The brochure and application, including the scoring rubric, is available on the website. By the way did you know there are hundreds of program ideas on the website under the membership tab?

ACRONYMS



AΔK – Alpha Delta Kappa; the name of our organization.

ADK – This is not an appropriate acronym for the name of our organization. There is no D in the Greek alphabet, only a Delta. Always say our name outright and use Greek, not Arabic letters.

APA – Annual Program Award

CNA – Chapter Needs Assessment

COAP – Chapter Organization Alternative Program

CCP – Council of Chapter Presidents. This organization is made up of the chapter presidents, presidents-elect and the immediate past presidents in a district or a state/province/or nation.

DP – District President. Note: not all states/provinces/ or nations have district presidents and some have district chairmen

EIE – Excellence in Education

Four Rs – Recruit, retain, reinstate, revitalize

ICP – International Council of Presidents. This organization is made up of the presidents, presidents-elect and the immediate past presidents of a state/province/or nation.

IMC – International Membership Committee

IVP – International Vice President

MDM – Membership Development Manual

RMC – Regional Membership Consultant

S/P/N – State/Province/Nation

S/P/N MC – State/Provincial/National Membership Consultant

Three Ps – The three presidents; president, president-elect, immediate past president.

VP Membership – Vice President for Membership

