

Michigan State Chapter Yearbook Evaluation Form

Part 1: Chapter Name _____

Yearbook Editor and contact info _____

Web address (if applicable) _____

Website/protected documents password _____

Method of submission (please check one)

____ Hard copies ____ 3 CDs ____ E mailed ____ On chapter website

Part 2: Cover or Title Page Information and Table of Contents

Pg. # ____ Legal Name of the Society (The Delta Kappa Gamma Society International)

Pg. # ____ Geographic and State Name (Michigan State)

Pg. # ____ Chapter Name and Chapter Location (city, county, area covered or school districts included in your chapter)

Pg. # ____ Coordinating Council (if your chapter is a member of a council)

Pg. # ____ Year(s) for which the yearbook is used

Pg. # ____ Table of Contents

Part 3: Chapter Information

Pg. # ____ Current Chapter Officers

Pg. # ____ Current Chapter Committees Information (chairman and members listed)

Pg. # ____ Members' information (address, telephone number, email address, professional status, date of induction.)

Pg. # ____ Past Chapter Presidents (with dates of their biennium)

Pg. # ____ Chapter Charter Members

Pg. # ____ Past Chapter Women of Distinction

Pg. # ____ Coordinating Council Information

Chapter _____

Part 4: Program Information

Pg. # _____ Meeting and Program Information (This information is important to the State.)

- Include the Title and /or Content of the Program
- Include information on Coordinating Council meeting(s)
- Orientation and Induction of New Members
- Election and Installation of New Officers (even years)
- Birthday Celebration
- Guest Speakers
- Chapter Executive Board Meeting Dates
- Include Hostesses or Committee Responsible for the Program

Pg. # _____ Chapter Service Project Information (Identify and Explain the Project)

Pg. # _____ “The Delta Kappa Gamma Song”

Part 5: Optional Inclusions

These items are helpful for your members and will enhance your yearbook, but they are not required.

Pg. # _____ In Memoriam/Tributes

Pg. # _____ Telephone Tree/ Fan Out

Pg. # _____ Photographs

Pg. # _____ Additional Songs

Pg. # _____ Chapter President’s Challenge

Pg. # _____ Membership Requirements (This is also included on the State website.)

Pg. # _____ Orientation Information

Pg. # _____ Induction Procedures

Pg. # _____ Friend of Education Awards

Pg. # _____ Chapter Rules/Bylaws and/or Committee Policies (cards, gifts, membership, etc.)

Pg. # _____ Strategic Plan

This checklist is due December 1. Send to dkgmisecretary@gmail.com

The mailing address for the Secretary can be found in the PAC roster available on the Michigan State website.

Chapter _____

*****For Yearbook Committee Use Only*****

Postmarked/ Submitted by December 1	Yes _____	No _____
Most items checked in Parts 1- 4	Yes _____	No _____
All items checked in Parts 1- 4	Yes _____	No _____
Included at least 5 items from Part 5	Yes _____	No _____
Submitted CDs/ email/website	Yes _____	No _____

Award Granted: _____

Comments:
