

Alpha Iota 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 Greek State Name (Alpha Iota State-Michigan)

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, email address, professional status, date of initiation, birthday)

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 Initiation of New Members
- Election and Installation of New Officers (even years) **CHAPTER:** _____
- 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# _____ Initiation 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 Alpha Iota 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: