# 2024 – 2025 YEARBOOK GUIDELINES

Chapter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter Number\_\_\_\_\_\_\_

Chapter Yearbook Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Upon receipt of your yearbook, the committee will send an email for your records.

**DEADLINES:** EarlyBird Award **postmarked** by November 1

On time **postmarked** by December 1

Area

Zip

**Completed copy of 2024-25 Yearbook Guidelines enclosed with chapter yearbook Essential information that is to be included in Chapter Yearbook:**

Please complete the Yearbook Guide by providing **page numbers** to each of the items listed below. Please arrange yearbook sections in Guideline order: I, II, III, IV, V, VI.

1. **Cover or Title Page Information**

Legal name of the Society: The Delta Kappa Gamma Society International

Chapter name and Chapter Number (in upper right-hand corner)

Chapter Location/Area

Year(s) for which book is to be used

1. **International Information**

Purposes and Mission Statement

Current International officers and regional directors should be referenced online at:

<http://www/dkg.org/DKGMember/About.us/> Do not add names – Just list the website.

International Headquarters Information

Mailing: 12710 Research Blvd., Ste. 230, Austin, TX 78759

Telephone: 512-478-5748 FAX: 512-478-3961 Website: [www.dkg.org](http://www.dkg.org/)

Society email: https://[www.dkg.org/DKGMember/Contact\_Us](http://www.dkg.org/DKGMember/Contact_Us)

International Conventions, Regional Conferences and State Conventions dates and locations OR reference to online address to locate them

1. **State Information**

Current state officers by referencing online: dkgtexas.org

Your chapter’s current Area Coordinator (addresses, phone number, email)

Coordinating Council Information if applicable for your chapter (chairman, address, phone number, email

# Texas State Headquarters Information:

Mailing: P.O. Box 797787, Dallas, TX 75379-7787 Location: 6220 Campbell Road, Suite 204, Dallas, TX 75248

Telephone: 972-930-9945 FAX: 972-447-0471 Website: [www.dkgtexas.org](http://www.dkgtexas.org/)

Theme and logo of Current State President

1. **ASTEF Information:**

Current ASTEF officers and directors by referencing online: [www.ASTEF.org](http://www.astef.org/)

What is ASTEF? Information page or reference to website address to locate it. This is found on Yearbook Committee page at [www.dkgtexas.org](http://www.dkgtexas.org/) .

1. **Chapter Information**

Chapter Officers with addresses, phone numbers and emails (use area codes and zip codes) Committees with chairmen and members

Member’s addresses, phone numbers, email addresses (place directory in the back of the Yearbook). Past chapter presidents and their biennia.

Charter members of the chapter and current status (active, transferred, or deceased)

1. **Program/Meeting Information** (may be presented in table format for one-page Glance)

\_\_\_\_\_Date, time, location of meetings

Project information

Chapter program titles/descriptions: use an asterisk (\*) in the yearbook to denote at least four (4) programs using one or more of the Society’s Seven Purpose(s).

Observance of Society’s Founders’ Day Observance of Chapter Birthday Celebration “The Delta Kappa Gamma Song”

**DEADLINE December 1 (*must be postmarked by Dec. 1*) Early Bird: November 1 (*must be postmarked by Nov. 1*)**

Possible Total Score: 30

**Additional Information:**

Chapters are **encouraged** to present yearbooks to their chapter members in **electronic** format. You may submit your yearbook in a **PDF File** for evaluation to the Yearbook Chair at: [DKGYearbook@gmail.com](mailto:dkgyearbook@gmail.com) instead of mailing a hard copy. Please use Chapter Name in the file name. **The Yearbook Guidelines sheet(s) must be included, use Chapter Name in the file name as well.** Postmark deadlines still apply for awards. **ONE COPY** of the yearbook should be submitted to the following for evaluation.

**Please do not send folders or notebooks.** You may use a strong clip or tie the pages together.

1. **Yearbook Chairman** (include completed yearbook guideline sheet with correct page numbers for each item as found.) **Send complete yearbook. Only** send a hard copy to the Yearbook Committee if you **have NOT** used the electronic PDF option. Please write chapter name on the outside of the envelope.

**Angie Smith**

**4904 Oak Glen Drive**

**Orange, Texas 77632**

**Send Hard copies to the following:**

1. **Texas State Headquarters c/o Executive Secretary**

P.O. Box 797787

Dallas, TX 75379-7787

\*\*Please remove State and International information in order to make the yearbook less bulky for Archives storage.

1. **Your Area Coordinator**
2. **Coordinating Council Chairman (if applicable)**