

NC DKG Chapter Vitality Checkup Guidelines



Is your chapter surviving and growing? Does your chapter embrace the DKG mission as a focus for a meaningful existence? Like the train traveling down the track, we approach mountains (struggles) with some trepidation and valleys (successes) with gladness. Chapters continually evolve as leadership changes. Our goal is to be sure you have what you need to climb the mountains and roll through the valleys.

Use this document as a resource. Chapter presidents will submit their Chapter Vitality Checkup via Google Form, which will be emailed to you on October 9, 2025. Form completion is due by Saturday, October 18, 2025.

On the Google Form, you will use the following rating scale to rate your chapter in four categories:

- Outstanding - I've got this!
- On Track - Almost there, making progress
- Chugging Along - Developing, starting to understand
- De-railed - Not yet, We need help!

Think about the rating scale as you gather the information below to complete the Chapter Vitality Checkup.

Section 1: Chapter Leadership

- Strong Leadership - President and officers mentor members to support leadership roles
- Promotes team planning - Shares ownership of programs and activities; recruits help
- Enthusiasm - President is enthusiastic, promotes member involvement, shares motivational ideas
- New Leaders - Leadership positions are easily filled
- Recognition - Chapter submits nominees for Golden Key, Rising Star, Beginning Teacher Award, etc.

Section 2: Reports and Meetings

- Chapter holds four business meetings per year
- Chapter Strategic Plan is in place and updated regularly
- Chapter completes the ROSE Award recognizing chapter excellence
- International and state reports and forms are completed and submitted by the designated deadline
- IRS Form 990N for the chapter is submitted by the deadline
- Chapter dues are submitted to DKG International by the deadline
- Form 6 is submitted as soon as possible following the death of a member
- Chapter president or designee attends the fall and spring NC DKG Executive Board meetings
- President and chapter members attend the NC DKG convention

Section 3: Chapter Communication

- Chapter Yearbook is accurate and submitted to your regional director
- Chapter newsletter is informative and published at least four times per year
- Chapter president and members respond to messages from state leaders
- Chapter website is current and updated regularly
- Chapter communicates through social media

Section 4: Chapter Dynamics

- Chapter has 20 or more members
- A majority of members attend chapter meetings
- A majority of chapter members are actively employed in education
- Members are knowledgeable about the Society - orientation for new members and re-orientation is held regularly
- Chapter programs reflect member interests and areas of expertise
- Members participate and are engaged in chapter activities
- Member profiles are up-to-date in the DKG online directory

Two open-ended questions at the end of the Chapter Vitality Checkup will allow you to share successes and strengths of your chapter and to list ways that the NC DKG Membership/Expansion Committee can support your chapter.

Thank you for helping guide the initiatives and actions of the Membership/Expansion Committee for 2025-2027.