

Delta Kappa Gamma Society International Louisiana State Organization
2025 - 2026 Key Chapter Form (February 1, 2025 - January 31, 2026)

Award Levels: Golden Key Chapter: 45+ pts Silver Key Chapter: 35 - 44 pts. Bronze Key Chapter: 24 - 34 pts

DEADLINE is: February 1, 2026 Must be submitted ONLINE no later than February 1, 2026

*NOTE: BIENNIUM refers to Chapter President's biennium.

<u>Forms, Reports, and Yearbooks Submitted</u> (To be verified by State Representative) Mark items submitted and by given deadline.	
	Dues and fees accurately completed and submitted by June 30 .
	Form 15 (Annual Report of Chapter) accurately completed and submitted by July 31 to State Treasurer.
	A copy of the IRS Form 990N (e-postcard) submitted by July 31 to State Treasurer.
	Rosebud Nomination submitted online by September 15 .
	Rose in Bloom Nomination submitted online by September 15 .
	Golden Rose Form submitted online by September 15 .
	25/50 Member Form submitted online by September 15 .
	Chapter yearbook submitted by November 15 to 1 st Vice President (6 hard copies or 1 electronic).
	Chapter nominated an individual for the State Achievement Award by submitting the online application by January 15 .
	Chapter nominated an individual for the State Friend of Education (Legislator or Citizen) Award or applied for the Cheerleaders for Change Award by submitting the online application by January 15 .
	Form 2 (State Necrology Annual Report) submitted online by February 1 .
<u>Membership:</u> To broaden the membership base, to retain members, to encourage active membership.	
	Chapter increased membership by 10% through induction of new members or reinstatement of a member who has been inactive for at least one year.
	Chapter held an orientation and welcome program for new members.
	Members participated in a reorientation during the past two years.
	Chapter sent a theme basket to the most recent state convention.
	Officers and committee chairmen met to plan programs for the year.
	Chapter committees met at the beginning of the year to inform members of their duties.
	Chapter used written, electronic, or telephone reminders to increase participation.
	1 <u>point</u> if at least 10% of active chapter members attended the most recent district meeting. 2 points if at least 20% of active chapter members attended the most recent district meeting. 3 points if at least 30% of active chapter members attended the most recent district meeting.
	Chapter brought a "First-timer" to its most recent district meeting.

	1 point if at least 10% of active chapter members attended the most recent Louisiana State Convention. 2 points if at least 20% of active chapter members attended the most recent Louisiana State Convention. 3 points if at least 30% of active chapter members attended the most recent Louisiana State Convention.
	Chapter had a "First-timer" attend the most recent Louisiana State Convention.
	Chapter had at least one member attend an International Conference (odd year) or International Convention (even year) this past summer.
	Chapter had a "First-timer" attend the most recent International Conference (odd year) or International Convention (even year) this past summer.
Communication/Publication: To inform the membership at the chapter, state, and international levels, to promote cohesiveness among the three levels of the Society, to create quality Society publications at all levels, and to utilize technology at all levels.	
	At least one meeting this biennium included an official state representative who is not a member of your chapter.
	Chapter reviewed or discussed at least two articles from the <i>Bulletin</i> and <i>Collegial Exchange</i> (journal or magazine), <i>DKG News</i> , www.dkg.org , or the <i>Deltion</i> at a chapter meeting.
	Chapter keeps up-to-date historical records of the chapter's work.
	Chapter submitted information about chapter and member activities and accomplishments to the <i>Deltion</i> editor.
	Chapter submitted newsletters to the following people: State President, <i>Deltion</i> editor, State Communications Committee Chairman, chapter's district representative on the State Communications Committee, chapter's District Director, and the State Executive Secretary. (<i>A minimum of 3 issues each year, beginning Feb 1 to Jan 31 the next year, is required.</i>) Check state website for Newsletter Award Guidelines.
	Notified State Communications Chairman of webpage linked to International and/or dedicated social media account (Facebook, X, Instagram, etc.)
	Chapter has digitized at least one aspect of their operations, such as membership records, newsletters, or the yearbook.
	Chapter had a member's art accepted in the DKG Fine Arts Gallery.
	Chapter had a member's article published in the <i>Collegial Exchange</i> or the <i>Bulletin</i> .
Public Relations: To identify the Society as an organization of "key women educators" who represent all ages and areas of educational work who are committed to the improvement of education and to increase awareness of the Society locally, regionally, and globally.	
	At least one article, picture of chapter activities, or outstanding accomplishments of chapter members has appeared in non-DKG newsletters or local or on-line media since February 1.
	Chapter awarded a grant-in-aid or honorarium to a non-member this year.
	Chapter recognized non-member women educators for outstanding service/accomplishments.
	Chapter participated in a public outreach project by providing educational assistance and/or volunteer service to the community.
	Chapter submitted a Fleur de Lis project application to the Personal Growth and Services Chairman by January 15
Educational Excellence: To maximize each member's involvement in programs, projects, and educational services at all levels, to encourage member study and/or research relating to innovations in education, technology, and other areas of specialization, and to promote leadership through information exchange.	

	The chapter planned a calendar which integrated all aspects of Educational Excellence (Personal Growth, Professional Affairs, Global Awareness, Legislative, Research, Music) in projects, activities, and programs.
	Chapter had at least four regularly scheduled meetings this year.
	Chapter submitted a contribution to this year's International World Fellowship Fund by January 15.
	Chapter participated in at least one literacy/numeracy project.
	Chapter contributed at least \$20.00 to the State Literacy/Numeracy Fund by November 15.
	Chapter contributed to the Florence Amy Emergency Fund by January 15.
	Chapter informed members about state and international scholarships, study stipends, seminars, and other enrichment programs and the application deadlines.
	One or more of our chapter members applied for a DKG scholarship, special stipend, or grant at any society level.
	One or more of the chapter members serves on a state committee or as a state officer.
	One or more of our members presented a proposal for a workshop for a district meeting, state, or international convention/conference. One point for district, 1 point for state and 1 point for International convention/conference. (Max points 3)
	One or more of our chapter members applied to attend DKG IGNITE(Even Years) or Bea Davis Leadership Training Seminar (Odd Years).
	Chapter reviewed the book that received the 2025 Educators Book Award.
	Chapter participated in at least one International Project (GIRLS and/or Support Early Career Educators).
Society Structure and Purposes: To examine structural components of the Society at all levels with regard to relevance, complexity, and financial ramifications and to inspire each member to renew her commitment to the purposes of the Society.	
	Chapter reviewed the organizational structure of the Society with members at least once this biennium.
	Chapter reviewed & discussed the Constitution, Bylaws, or Standing Rules at least once this biennium & updated Chapter Rules as needed.
	Chapter spotlighted the seven purposes at chapter meetings either individually or as a program during the year.
	Chapter made the Mission Statement of Society evident in yearbooks, newsletters, press releases & reviewed at a chapter meeting.
	Chapter participated in a Recommitment Ceremony for members this biennium.
	Chapter has sponsored at least one specific project during this biennium that related to one or more of the seven purposes.