

Chapter Annual Summary Report

Formatting Guide

Due to District Public Relations Chairman and District President by January 22, 2022

* Please keep in mind the following formatting guidelines when completing the report. This will ensure accuracy and consistency across reports when published in the Chapter Annual Highlights Report.

*** Please use Garamond as your font and 10 as your font size.**

Comma Usage

- Do not use a comma before “and” when listing three or more items (e.g. olive green, yellow and purple).
- Use a comma when combining two complete sentences (e.g., She attended the convention, and she enjoyed herself).
- Do not use a comma if the part after the comma is not a complete sentence (e.g., She attended the convention and enjoyed herself).
- Use a comma after an introductory phrase (e.g., While attending the convention, she met many friendly sisters.).

Capitalization

- Capitalize Founders.
- Capitalize Chapter and District if using with the chapter or district name (e.g., Beta Lambda Chapter and Commonwealth District) but not if referring to a chapter or chapters or a district or districts in other contexts (e.g., Our chapter had a meeting. Two districts held a retreat.).

Commonly Used Phrases

- Alpha Delta Kappa may be also written as AΔK, but not ADK
- Founders’ Day (apostrophe always follows the “s” of Founders)

*We recognize there are several styles that are correct. However, we are adopting a style that will ensure consistency across all entries. We appreciate your attempts to adhere to these formatting guidelines.

Submit the completed form to your District Public Relations Representative and District President.

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The Chapter Annual Summary Report form has been created in an effort to streamline reporting. The information submitted by each chapter will be included in the Convention Program Supplement which will be distributed electronically and posted on our Virginia website.

Each chapter is requested to submit the following information to their District's Public Relations Representative and District President by **January 22, 2022**. When submitted on time, credit will be given toward the State President's Award-Virginia's Heart Award.

To ensure all chapters have equal space in the Convention Program Supplement and to highlight the most outstanding activities, please write only one program, event, or project per category that your chapter participated in or will participate in between **April 1, 2021 and March 31, 2022** and write one or two sentences for each description. An example is provided.

District-
Chapter Name-

Excellence in Education:

Altruism:

World Understanding:

Example

District- Commonwealth
Chapter Name- Beta Lambda

Excellence in Education: "Diversity in Children's Books" was our December 2020 program that included insight into categories of diversity in children's books, percentages of U.S. published children's books with diversity and a list of recommended, recently published books that contain diversity.

Altruism: Our sisters collected and delivered Christmas gifts for a mother and five children at The Haven, a nonprofit organization whose mission is to provide intervention and advocacy support for domestic violence victims and their families, and to develop programs for outreach to underserved populations including immigrants, the elderly, and the disabled. Gifts for this one family included two carloads of clothes, toys, wrapping paper and two bicycles.

World Understanding: Our chapter voted to sponsor a female eighth grade student at the Imagine Missions School in Haiti for one year, beginning in December 2020. Chapter funds provide for the school tuition, and sisters individually provide the monthly family financial support.