

Initiation-Only Model Overview	
LEADERSHIP	
Required Officers	President, Treasurer, Centennial Liaison, Counselor
Optional Officers	Vice President, Secretary, Membership Chair, Historian, Foundation Rep., Associate Counselor
Elections	Conducted annually, with the officer report submitted within 2 weeks of elections
Required Committees	Executive Committee
Officer Training	Officer Webinar Training
Counselor Training	Complete New Counselor Orientation (NCO) within 30 days of appointment; counselors with > 1 year of experience must participate in virtual or live counselor training every 2 years
Membership Requirements	All officers must be current, active members of KDP. Counselor and/or Associate Counselor must have active memberships
MEMBERSHIP: Recruitment, Initiation, and Retention	
Recruitment Goal	Initiate at least 25% of eligible students
Chapter Membership Requirements	Must adhere to national standards
Initiation Frequency	Initiate new members at least once a year
Informational Meeting	Required for any interested or eligible students 30–60 days prior to initiation
New Member Orientation	Conducted at initiation or within 30 days
New Member Supplies	All new members receive an <i>Essential Guide for New Members</i> booklet, membership certificate, and KDP creed
Application & Dues	Collect application and dues 1 week before initiation. Send application and total fees to HQ within 2 weeks after ceremony.
Retention	Eligible for retention incentive if 50% of all new members renew after their 1st year
Post-Initiation Incentive Program (PIIP)	Not applicable
Chapter Member Awards & Recognition Program	Optional
Membership Dues Rebate	Rebate sent every semester provided chapter submits required reports by the deadlines
CHAPTER REPORTS	
Annual Financial Report & IRS E-postcard	Completed by Treasurer by August 1
Chapter Planning Report	Not applicable
End-of-the-Year Report	Completed by President by June 1 (Abbreviated)
Chapter Bylaws & Model Agreement	Completed by Executive Committee by June 1 (Every 2 years beginning 2010)
Officer Report	Completed by Counselor or Designee within 2 weeks of officer elections
CHAPTER PROGRAMMING	
Chapter Meeting	At least 1 meeting per year
Professional/Career Development	Optional
Service/Community Outreach	Optional
Alumni Relations/Mentoring	Optional
Fund-Raising	Optional
COLLABORATIONS	
Other Campus Organizations	Optional
Other KDP Chapters	Optional
Community Organizations	Optional
CONFERENCES & EVENTS	
Convocation	One Chapter Representative
KDP Regional Leadership Conference	Required
FOUNDATION & GIVING	
Chapter Challenge	Optional
Chapter Scholarship or Grant	Optional
<i>Literacy Alive!</i>	Not applicable
COMMUNICATION WITH CHAPTER	
Chapter Leaders	All required and optional officers meet at least once each semester
Chapter Members	Convey national updates at least once each semester
COMMUNICATION WITH KDP HQ	
Phone Assessment	Structured conference call conducted by RCC once per year with Counselor and/or President
Visit from HQ	Once every 4 years; Counselor and President required to participate, other officers/members optional

NATIONAL RECOGNITION AND AWARDS

Phoenix Award for Chapter Improvement	Eligible to apply
Rising Star Award for New Chapters	Eligible to apply
ACE Award	Not applicable
Ace of the ACE Award	Not applicable
Program Award	Not applicable
Regional Counselor Award	Not applicable
Lucinda Rose Counselor Award	Not applicable
O. L. Davis, Jr. Counselor of Distinction Award	Not applicable
Distinguished Chapter Officer Award	Eligible to apply
Recruitment & Retention Recognition	Eligible
Counselor Recognition Letters	Eligible for basic letter sent to to Department Chair

****Chapters are not allowed to apply for both the ACE and Program Awards in the same biennium.***