

## Standard Model Overview

<b>LEADERSHIP</b>	
Required Officers	President, Vice President, Membership Chair, Secretary, Treasurer, Centennial Liaison, Counselor
Optional Officers	Historian, Foundation Rep., SGA Liaison, Associate Counselor
Elections	Conducted annually, with the officer report submitted within 2 weeks of elections
Required Committees	Executive, Membership, and Programming Committees
Officer Training	1) Counselor conducts new officer training within 30 days after elections; 2) Officer training webinar
Counselor Training	For both counselors and associate counselors: Complete New Counselor Orientation (NCO) within 30 days of appointment; Counselors with > 1 year of experience participate in virtual or live counselor training every two years
Membership Requirements	All officers must be current, active members of KDP. Counselor and/or Associate Counselor must have active memberships
<b>MEMBERSHIP: Recruitment, Initiation, and Retention</b>	
Recruitment Goal	Initiate at least 20% of eligible students
Chapter Membership Requirements	Can be customized, but must be pre-approved by HQ before implementation
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 60% of all new members renew after their 1st year
Post-Initiation Incentive Program (PIIP)	Must be approved by HQ and added to chapter bylaws before implementation
Chapter Member Awards & Recognition Program	Required
Membership Dues Rebate	Rebate sent every semester provided chapter submits required reports by the deadlines
<b>CHAPTER REPORTS</b>	
Annual Financial Report & IRS E-postcard	Completed by Treasurer by August 1
Chapter Planning Report	Completed by Vice President by October 1
End-of-the-Year Report	Completed by President by June 1
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
<b>CHAPTER PROGRAMMING</b>	
Chapter Meeting	At least 1 meeting per semester
Professional/Career Development	At least 1 chapter program each semester; choose 2 categories
Service/Community Outreach	
Alumni Relations/Mentoring	
Fund-Raising	At least 1 per year
<b>COLLABORATIONS</b>	
Other Campus Organizations	Recommended
Other KDP Chapters	Recommended
Community Organizations	Recommended
<b>CONFERENCES &amp; EVENTS</b>	
Convocation	Two or more Chapter Representatives
KDP Regional Leadership Conference	Required
<b>FOUNDATION &amp; GIVING</b>	
Chapter Challenge	Donation of at least \$150 to the <i>Educational Foundation</i> each year
Chapter Scholarship or Grant	Optional
<i>Literacy Alive!</i>	Optional
<b>COMMUNICATION WITH CHAPTER</b>	
Chapter Leaders	All required and optional officers meet at least once each semester
Chapter Members	Convey national updates at least once each semester
<b>COMMUNICATION WITH KDP HQ</b>	
Phone Assessment	Four structured conference calls per year conducted by RCC with the Counselor, President, and up to 2 other officers
Visit from HQ	Once every 2 years; Counselor and Executive Committee required to participate, other officers/members optional

<b>NATIONAL RECOGNITION AND AWARDS</b>	
Phoenix Award for Chapter Improvement	Eligible to apply
Rising Star Award for New Chapters	Eligible to apply
ACE Award	<i>Eligible to apply*</i>
Ace of the ACE Award	Eligible to receive this award
Program Award	<i>Eligible to apply*</i>
Regional Counselor Award	Eligible
Lucinda Rose Counselor Award	Eligible
O. L. Davis, Jr. Counselor of Distinction Award	Eligible
Distinguished Chapter Officer Award	Eligible to apply
Recruitment & Retention Recognition	Eligible
Counselor Recognition Letters	Eligible for basic letter sent to Department Chair and 1 additional university official

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