



Kappa Delta Pi, International Honor Society in Education

3707 Woodview Trace
Indianapolis, IN 46268

800-284-3167 (Phone) 317-704-2323 (Fax)

Chapter Planning Report

The Chapter Planning Report is a document that helps the chapter assess its strengths and areas for improvement in the various aspects of chapter management defined by the Chapter Models. Specific officers are responsible for different sections of the report, but the Vice President should compile all the sections and submit the complete report to KDP Headquarters by October 1. Use the Chapter Planning Report as a resource document, planning tool, and beginning-of-the-year assessment for the chapter throughout the course of the year. Your Regional Chapter Coordinator will refer to this information when working with the counselor and chapter officers.

CHAPTER DEMOGRAPHICS

Enter school year (e.g., 2009–2010) _____ – _____

Please list your chapter information below.

Institution Name _____

Chapter Number _____

Greek Name _____

Submitter _____

Position _____

E-mail Address _____

Current Chapter Model

- Initiation-Only
- Standard
- Advanced

Date Chapter Planning Report was submitted.

____ / ____ / ____
MM DD YYYY

CHAPTER LEADERSHIP (Compiled by President)

CHAPTER OFFICERS

Please select chapter officers currently in place.

- | | |
|---|--|
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> President | <input type="checkbox"/> Historian |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Foundation Representative |
| <input type="checkbox"/> Membership Chair | <input type="checkbox"/> Associate Counselor(s) |
| <input type="checkbox"/> Secretary | |

Optional Officers (list optional officers separated by commas)

If the chapter has not submitted current officers using the Web Portal on the KDP Web site, or if officers have changed, please click on the link below to update the information.

<https://webportal.kdp.org/LogIn/Login.aspx?ReturnPage=Association/ReturnAssociationPage.aspx>

COUNSELOR INFORMATION

How long has the counselor been with the chapter?

	Name	Years	Months
Counselor	_____	_____	_____
Counselor	_____	_____	_____
Associate Counselor	_____	_____	_____
Associate Counselor	_____	_____	_____
Associate Counselor	_____	_____	_____

When did the counselor(s) last complete a New Counselor Orientation or other training?

	Name	MM / DD / YYYY
Counselor	_____	____/____/____
Counselor	_____	____/____/____
Associate Counselor	_____	____/____/____
Associate Counselor	_____	____/____/____
Associate Counselor	_____	____/____/____

How often does the executive board meet?

- Once per semester
- Twice per semester
- Three times per semester
- Once per month
- Bi-weekly
- Weekly

Other (please specify) _____

CHAPTER COMMITTEES

Select current committees

- | | |
|---|---|
| <input type="checkbox"/> Membership | <input type="checkbox"/> Historical |
| <input type="checkbox"/> Fund-raising | <input type="checkbox"/> Awards & Recognition |
| <input type="checkbox"/> Programming | <input type="checkbox"/> Historian |
| <input type="checkbox"/> Communications | |

Other (separate multiple committees with commas)

OFFICER ELECTIONS & TRAINING

When are officer elections held?

MM / DD / YYYY

Fall _____/_____/_____
Spring _____/_____/_____

Do your officers partake in the following activities? (Check all that apply.)

- Leadership Training or Planning Meeting/Retreat
- Transitional Training with Outgoing Officers
- KDP Webinar Training
- Optional Training (e.g., SGA Leadership, State Teacher's Association Training)

Chapter Bylaws

MM / DD / YYYY

Date chapter last updated bylaws _____/_____/_____
Date bylaws approved by Headquarters _____/_____/_____

INSTITUTIONAL ORGANIZATIONS

Is the chapter recognized as an active student organization by the Student Government Association or the Office of Student Life/Activities?

- Yes
- No

Other (please specify) _____

Does the chapter have an optional SGA liaison?

- Yes
- No

If yes, list the liaison's name(s) _____

What must the chapter do to maintain approval as a recognized student organization?

MEMBERSHIP: RECRUITMENT, INITIATION, & RETENTION

(Compiled by Membership Chair)

RECRUITMENT & INITIATION

When does the chapter intend to conduct an initiation?

- Fall Only (*August 1 to December 31*)
- Spring Only (*January 1 to May 31*)
- Spring and Fall
- Summer (*June 1 to July 31*)

Who does the chapter invite to membership? (Check all that apply.)

- Undergraduates
- Graduates
- Faculty
- Staff
- Local practicing educators

Proposed initiation date(s)

MM / DD / YYYY

Fall _____/_____/_____
Spring _____/_____/_____
Summer _____/_____/_____

What criteria are used for membership?

	GPA	# of Credits
Undergraduate	_____	_____
Graduate	_____	_____

Does the chapter use other criteria (e.g., program attendance, service hours, previous leadership experience, essay questions, recommendations)

- Yes
- No

If yes, please list criteria _____

Does the chapter promote the two-year membership option?

- Yes
- No
- Unaware of this option

For more information concerning the two-year membership option, visit:

<http://www.kdp.org/aboutmembership/joinkdp.php>

School of Education (SOE) Recruitment Goal Using Chapter Models

The SOE Enrollment Numbers should reflect all full-time students (undergraduate and/or graduate) enrolled in your education program. Satellite campuses that do not have a chapter and are within one hour of driving time to the primary chapter should be included in the count.

Total SOE Enrollment X 20% = Eligible Students

Initiation-Only Model

Eligible Students X 25% = Recruitment Goal

Standard & Advanced Models

Eligible Students X 20% = Recruitment Goal

Specific goals are assigned for each chapter based on the goal from each model requirement, taking into account how many new members the chapter recruited in each of the last two years. ***Your chapter's specific goal may be higher or lower than the Model Recruitment Goal based on your chapter history.***

What is your Recruitment Goal(s) based on your Chapter Model?

Total SOE Enrollment	_____
Eligible Students	_____
RECRUITMENT GOAL	_____

What will the chapter do to reach its membership goal?

How does the chapter obtain a list of eligible students to invite? How does the chapter verify the eligibility requirements?

Describe how the chapter invites potential members to join?

Does the chapter plan to host the following initiation activities?

	Yes	No
Informational Meeting	<input type="checkbox"/>	<input type="checkbox"/>
Orientation Meeting	<input type="checkbox"/>	<input type="checkbox"/>

RETENTION

Active Member: Any member whose national dues and chapter dues are paid

Inactive Member: Any member who has not paid national dues

What is the current chapter enrollment?

Sophomores _____
Juniors _____
Seniors _____
Graduate Students _____
Other (Faculty, practicing educators,
Alumni, etc.) _____

What is your retention goal?

Total Recruitment Goal for the entire year _____
Total number of current members (all active members
listed in previous question) _____
Number of returning members from previous year _____
Goal for number of retentions (returning members
and new initiates) _____

How will the chapter reach out to inactive members to encourage them to renew?

Membership participation

	Yes	No
Does the chapter survey members to find out why they have not decided to renew?	<input type="checkbox"/>	<input type="checkbox"/>
Does the chapter allow inactive members to participate in meetings and activities?	<input type="checkbox"/>	<input type="checkbox"/>
Does the chapter have a Post Initiation Incentive program (PIIP)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the PIIP Program listed in the chapter bylaws?	<input type="checkbox"/>	<input type="checkbox"/>
Does the chapter have member awards and a recognition program?	<input type="checkbox"/>	<input type="checkbox"/>
Does the chapter recognize graduates with honor cords or other regalia?	<input type="checkbox"/>	<input type="checkbox"/>

What other ways will the chapter encourage member participation and involvement?

CHAPTER ACTIVITIES & PROGRAMMING (COMPILED BY VICE PRESIDENT)

How often does the chapter meet?

- Once per semester
- Twice per semester
- Three times per semester
- Biweekly
- Weekly
- Other (please specify) _____

Briefly describe all Service/Community Outreach programs for the year. Include dates, locations, and collaborations. Please number each program and include a space between listings.

Briefly describe all Professional/Career Development programs for the year. Include dates, locations, and collaborations. Please number each program and include a space between listings.

Briefly describe all Fund-raising activities for the year. Include dates, locations, and collaborations. Please number each activity and include a space between listings.

Briefly describe all Alumni Relations/Mentoring activities for the year. Include dates, locations, and collaborations. Please number each activity and include a space between listings.

EDUCATIONAL FOUNDATION AND GIVING

Is the chapter planning to contribute to the Educational Foundation this year?

- Yes
 - No
- If yes, specify amount \$_____

Is there a current chapter scholarship or grant through the Educational Foundation that the chapter will award this year?

- Yes
 - No
- If yes, list all scholarships or grants, including amounts.

Is the chapter interested in establishing a scholarship through the Educational Foundation specifically for its members?

- Yes
- No

EDUCATIONAL FOUNDATION DEPARTMENT INFORMATION

Barbara Richardson
Development Director
317/829-1542
Barbara@kdp.org

Rachel Thompson
Development Associate
317/829-1543
Rachel@kdp.org

Does the chapter offer its own scholarships or grants, separate from the KDP Educational Foundation?

- Yes
 - No
- If yes, list all scholarships or grants, including amounts.

COMMUNICATION & WEB SITE

How does the chapter communicate with its members? (Check all that apply.)

- ListServe
- Bulletin Board
- E-mail
- Web site
- Yahoo/Gmail Groups or Chat
- Facebook
- My Space
- Twitter
- University-sponsored site (e.g., BlackBoard)
- Phone Conference
- GoToMeeting
- Phone Conference
- Text Messages
- Newsletter (electronic or print)

Other (please specify) _____

If your chapter has a Web site, please list the URL.

Thank you for completing the Chapter Planning Report. If there are any questions, please contact your Regional Chapter Coordinator.

<http://www.kdp.org/contactus/chapterservices.php>