

Initiation Guidebook



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Support from Society Headquarters

A regional Chapter Resource Consultant is ready to assist your chapter with ongoing development, resources, and needs. For more information, contact your consultant at Headquarters by calling 800-284-3167, or access Chapter Services Online at *www.kdp.org*.

The Initiation Ceremony

The Kappa Delta Pi Tradition

All individuals selected for membership into a chapter of Kappa Delta Pi formalize their commitment by taking an oath during the initiation ceremony in support of the ideals of the Society. The initiation ceremony is a solemn event to recognize the honor and excellence that distinguish individuals as members of Kappa Delta Pi.

This *Guidebook* includes a planning checklist to assist your chapter in hosting a well-orchestrated initiation ceremony.

There are many different strategies to build tradition into the ceremony. This guidebook provides a variety of ideas to enhance and expand this event. For information on identifying and selecting members, refer to the *Membership Recruitment Guidebook*.

The *Ceremonies and Rituals Booklet* contains the ceremony dialogue read during the chapter initiation. The scripted dialogue, read by chapter officers, enables members of Kappa Delta Pi to experience the ritual ceremony universally and to express commitment to the ideals. The *Ceremonies and Rituals Booklet* includes sections the chapter can tailor with historical information specific to the chapter. The chapter may purchase a copy through its Chapter Resource Consultant at KDP Headquarters.

Initiation Planning Checklist

Use the following checklist to facilitate planning for the Chapter initiation ceremony.

Four to Six Months before the Initiation

- Choose date and location of initiation.
- Decide whether initiation ceremony will include a banquet, meal, or refreshments.
- Request from the Registrar a list of individuals qualified for membership based on requirements of Society and chapter. *Locate a sample request letter at www.kdp.org in the Chapter Services section.*
- Create or request mailing labels for individuals eligible for membership.
- Reserve location for ceremony (university space is at a premium; reserve space early if initiation will be held on campus). *See “1-1/2 to 2 Hours before the Initiation” and Appendix II for consideration of spatial needs of room setup for initiation ceremony.*
- Invite an inspirational teacher as a keynote speaker.
- Invite College President, University Chancellor/Provost, College of Education Dean, and/or Department Chair.

- Secure musical accompaniment, if applicable.

Three Months before the Initiation

- Solicit support from the Membership Committee to help with on-site coordination of the ceremony. In addition to the Membership Committee, you may need members to help with the following functions:
 - Ushering
 - Serving refreshments
 - Photography
 - Managing sign-in/registration
 - Setting up
 - Cleaning up
 - Providing musical entertainment
 - Managing audio-visual control
- Send invitation letters to potential members. Locate a sample letter at *www.kdp.org* in the *Chapter Services* section.

Four to Six Weeks before the Initiation

- Conduct an orientation to recruit members. *Locate resources at www.kdp.org in the Chapter Services section for this event.*
- Collect member dues and initiation fees, and complete the New Initiate Information Forms.
- Secure a biography of the keynote speaker for the ceremony program and for reading during the introduction of the speaker.
- Invite parents of potential members to attend the ceremony.
- Inform university public relations office of the ceremony.
- Invite active members of the chapter to attend.
- Make copies of sections of *Ceremonies and Rituals Booklet* and assign officers sections to read.
- Invite Education Department faculty to attend the ceremony.
- Order refreshments or meals.
- Reserve microphone, podium, audio-visual equipment for a chapter slideshow presentation, if applicable, and appropriate tablecloths and table skirts.
- Insert chapter historical information in Historian's section of the initiation ceremony.
- Finalize the new initiate count for ordering supplies.
- Determine whether there is adequate space or *whether another room must be reserved for the reception.*
- Treasurer or another officer as delegated: Order supplies from your Chapter Resource Consultant at Society Headquarters by calling 800-284-3167:
(Refer to the Chapter Supplies Catalog at www.kdp.org in the Chapter Services section.)

REQUIRED:

- New Initiate Information Forms and a cover sheet

- Membership Information Booklets
- Society Membership Certificates
- Store Catalogs
- Ceremonies and Rituals Booklet
- Society Banner

INITIATION SUPPLIES:

- Tablecloth
 - Five Initiation Candles (2 green, 2 purple, 1 white)
 - Membership Rewards Brochure
 - Honor Cords
 - Program Covers and Tassels
 - Pins (assorted)
 - Society Creeds
- Have the Counselor and Chapter President sign certificates.

Two Weeks before the Initiation

- Finalize list of initiates and collect last-minute new initiate fees.
- Conduct a new-member orientation. *Locate resources at www.kdp.org in the Chapter Services section for this event.*
- Conduct rehearsal of the ceremony with the officers.
- Complete member certificates in calligraphy or with a computer template.
- Treasurer provides Executive Committee with number and names of paid inductees.
- Produce initiation program with names. *Appendix I in this guidebook contains a sample initiation program. The chapter may order program covers from the Chapter Resource Consultant at KDP Headquarters (800-284-3167).*
- Confirm final count for food services.
- Produce signs to direct people to ceremony.
- Request contact information from the Education Desk of new initiates' local newspapers.

One Week before the Initiation

- Print final list of new initiates in large font to be read while initiates are being introduced during the ceremony.
- Gather supplies for ceremony:
 - Supply box
 - √ Society Membership Certificates (required)
 - √ Membership Information Booklets (required)
 - √ Store Catalogs (required)
 - √ Society Banner (required)
 - √ Candles and candlesticks (required)
 - √ Charter
 - √ Tablecloth

- √ Society Creeds
- √ Honor cords
- √ Society pins
- √ *Ceremonies and Rituals Booklet*
- Decorations (i.e., flowers/plants)
- Lighter/matches
- Pens and pencils
- Special certificate, plaque, and/or gift for speaker
- Prepare a display to show guests what Kappa Delta Pi is:
 - Orientation PowerPoint (available at www.kdp.org)
 - Chapter History
 - Sample copies of *NTA*, *KDP Record*, and *The Educational Forum*
 - Portfolio/Scrapbook with pictures from events
 - KDP posters
 - Chapter awards
 - Kappa Delta Pi brochures and chapter flyers
- Produce nametags and seat signs for initiates to line up properly.

One Day before the Initiation

- Rehearse ceremony for purpose of seating and lining up new initiates.

1-1/2 to 2 Hours before the Initiation

- Place *Ceremonies and Rituals Booklet* and list of initiates on the podium.
- Set up the registration table.
- Set up refreshments.
- Set up music, if applicable.
- Set up initiation table. Appendix II in this guidebook includes a sample room setup diagram.
- Set up the room as follows:
 - Two to four tables onstage or at front of room for initiation regalia, chapter's charter, and initiation supplies, such as pins and certificates
 - Seating at front of room for individuals speaking or presenting the ritual at the initiation ceremony
 - Sign-in/registration table placed at back of room or outside of room
 - Tables for refreshments or banquet placed at the back of room or outside of room
 - Skirts and tablecloths for tables
 - Microphone
 - Podium
 - Audio-visual equipment for a chapter slideshow presentation, if applicable
 - Coat rack, if applicable

30 Minutes before the Initiation

- Welcome keynote speaker and show to appropriate seat.
- Greet guests and initiates.
- Videotape the program and take photographs for the chapter history and Society archives.

After the Initiation Ceremony

- Send thank-you letters to keynote speaker and special attendees.
- Inform initiates that they can download a news release at www.kdp.org in the Chapter Services section under “Chapter Resources” for submitting to the Education Desk of initiates’ local newspapers.
- Add new members to chapter Listserv or e-mail account. Contact your Chapter Resource Consultant at KDP Headquarters, 800-284-3167, for more information.
- Send New Initiate Information Forms plus \$38 per initiate to Headquarters within two weeks after initiation ceremony. **NOTE: Chapters must comply with this two-week deadline. Initiates will not be official members until their forms and fees are received and processed at Kappa Delta Pi Headquarters.**

Preparing the Room for the Initiation Ceremony

The Stage

A podium with a microphone should be placed center stage with the Society banner draped over the podium front. Dignitaries and ritual ceremony readers should be seated to the right of or behind the podium.

A five-foot-long and two-foot-wide table should be placed to the left of the podium. The following items are to be placed on the table:

- Tablecloth
- Four candles in candleholders (jade green and violet are Society colors; consider using one white candle in the center to light the four colored candles)
- Matches or lighters
- Society Membership Certificates (in alphabetical order); also (if applicable), pins and Society creeds
- Chapter’s Charter plaque and a stand to display it
- Centerpiece of flowers (the violet is the Society flower), if applicable; (if using a centerpiece, place two candles on each side of the centerpiece)

Make sure there is adequate room for initiates to walk across the stage and to stop at the greeting line before exiting the stage.

Room Setup

(see diagram in Appendix II of this guidebook.)

The Audience


The front rows should be reserved for the initiates, who should be seated in alphabetical order by last name to ensure an orderly procession as they are called forward. Guests should be seated in rows behind the initiates. If a meal is being served, initiates may sit with their families.

The Reception

The reception may occur in the same room or in another room. If using the same room, it is best to use the back of the room for the reception.

APPENDIX I: Sample Initiation Program

Kappa Delta Pi
International Honor Society in Education



_____ Chapter Initiation
and Installation of Officers

Date/Time
Location

Front Cover

Page 2

<i>Welcome</i>	Dean, College of Education
<i>Occasion</i>	Chair, Department of Education
<i>Introduction of Guests</i>	Secretary
<i>Initiation of Members and Honorary Members</i>	President
<i>Reaffirmation of Members</i>	President
<i>Installation of Chapter Officers</i>	Counselor
<i>Keynote Address</i>	Inspirational Speaker
<i>Closing Address</i>	President

Reception to follow

Kappa Delta Pi
_____ Chapter Initiation
[list names alphabetically]

Page 3
Back Cover

Advisors
[list counselor/associate counselors]

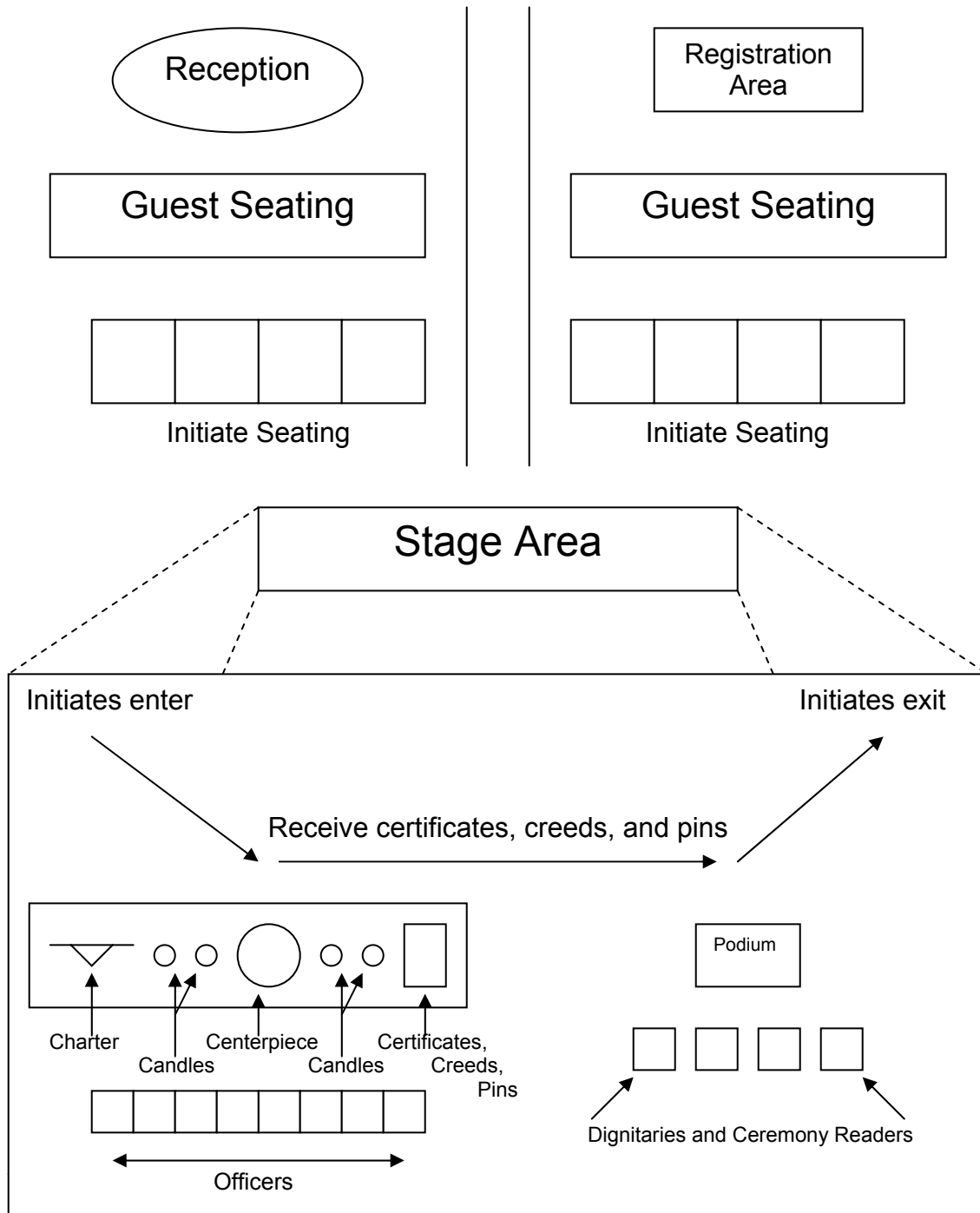
Executive Committee
[list outgoing officers]
[list incoming officers]

Chapter Committees
[list committees and chairs]

[Note chapter events/dates]
[Provide contact information]

[INSERT: Speaker's bio/sponsors]

APPENDIX II: Room Setup



APPENDIX III: Initiation Ceremony Enhancements

These ideas are suggestions for enhancing the atmosphere of the initiation ceremony; they are not, however, required.

- Ask inductees to wear formal attire.
- Prepare New Member Packets to provide at the registration table (include Membership Information Booklet, Store Catalog, and chapter information).
- Conduct officer elections after the ceremony.
- Show Orientation PowerPoint before or after the ceremony. This resource is available at www.kdp.org in the Chapter Services section.
- Schedule musical entertainment.
- Include a meal or refreshments (you may need to raise the initiation fee to cover these expenses).
- Read members' biographical information and achievements as members approach the podium.
- Display chapter's awards.
- Give each initiate a candle for the unity lighting during the close of the initiation.
- Invite a special keynote speaker (State Teacher of the Year, honored professor, Headquarters staff member, or local teacher).
- Prepare a detailed history of the chapter to be read during the Historian's section of the ceremony.
- Invite parents and friends to initiation, and recognize them.
- Give initiates an honor cord and/or pin.
- Present service awards to members.
- Present the Honor an educator program (contact KDP Headquarters for a sample).
- Invite University President, Vice President, and Dean of the School of Education.
- Invite nearby Kappa Delta Pi chapters and campus honor society officers.
- Invite past Kappa Delta Pi officers and members.
- Invite charter members, and recognize them.
- Perform ceremony in graduation robes.
- Ask that faculty members wear regalia.
- Establish a theme for the ceremony.
- Raffle door prizes.
- Conduct a fund-raiser at the ceremony,
- Complete a service project following the ceremony.
- Hold the first general or business meeting following the ceremony.