

KDP Membership Recruitment and Initiation Process

(Directions for the Counselor, Membership Chair, Treasurer)

This guide is provided to those officers and counselors responsible for collecting and submitting all of the appropriate forms and fees to national headquarters for their chapter's new members.

Ordering KDP New-Member Materials

1. Every chapter needs to order **KDP Initiate Application/Initiate Information Form** from the KDP Store—order enough to cover the number of invitations the chapter plans to issue. These forms are free, but there is a shipping charge. Each packet of applications comes with an **Initiation Cover Sheet** that needs to be submitted to national headquarters. **Initiation Cover Sheet** can also be downloaded from the Resources for Download section of the KDP Website (<http://www.kdp.org/chapters/membership.php>) Forms need to be ordered no later than 6–8 weeks prior to the initiation.
2. Every chapter is also responsible for providing a copy of the **Essential Guide for New Members (Membership Information Booklet)**, personalized **Membership Certificate*** and **KDP Creed** to each new member at initiation. The package with all three items costs 65¢ each, plus shipping. Materials must be ordered no later than 2 weeks before the scheduled date of your initiation.

*Chapters may order the new **Membership Certificate** and have the member name, chapter and institution name, and initiation date printed on the certificate by the Store at no additional cost. Certificates must be ordered no later than 2 weeks before the scheduled date of the initiation.

Order materials from the KDP Store at www.kdpstore.org or by calling 800-816-7246.

Step 1—Identify Students Who Qualify For Membership (8–10 weeks prior to initiation)

Refer to your Chapter Bylaws, the Kappa Delta Pi Society Bylaws in the *Society Handbook*, and the **Chapter Operations Guidebook** for a complete list of membership eligibility requirements. These two methods identify students who qualify:

- 1) Request a list of eligible students from the campus' Registrar's Office. Due to privacy considerations, it may be required that a faculty member request the list. Use the sample **Registrar Request Letter** in the **Recruitment Guidebook** available in the Chapter Section – Resources for Download of the KDP website to help you with your request.
- 2) Have all interested students submit an application for membership and check whether each one meets eligibility requirements. You can check eligibility by having the student attach an unofficial transcript to the application, or include on the application a paragraph giving the chapter permission to request the student's grades directly from the Registrar's Office. Usually you will need the student's signature and student ID number. Use the sample **Grade Request Letter** in the **Recruitment Guidebook** available in the Chapter Section – Resources for Download of the KDP website to help you with this request.

One of the keys to successfully meeting recruitment goals for the chapter is to invite all students who qualify. Each chapter is expected to initiate between 20–25% of eligible students (eligible students = top 20% of all students in the college/department of education)

Step 2—Send Invitations to Join KDP (6 weeks prior to initiation)

Your invitation to join may be the potential member's first official contact with your chapter, so you will want to make it positive and professional. Don't forget to follow up with students who give no reply to the invitation.

Impress upon potential member the honor of the invitation and the reasons why someone would want to join Kappa Delta Pi. Inviting potential members can be done in various ways:

- 1) Send a Letter of Invitation to potential members asking them to attend an Information Meeting. (See sample **Invitation to Membership** letter, and perhaps include a copy of the **Student Recruitment Brochure**.) Formal invitations can be purchased from the KDP store. If you use these documents, it is recommended that you add a sheet with additional information about the chapter, initiation requirements/information, or membership brochure. *Email is NOT a recommended way to invite members to join because of its impersonal and informal nature. It may be used, however, to invite potential members to an Information Meeting or tell them about the application process.*
- 2) “Tapping.” Potential members are recognized publicly at the start of class by current members or faculty members and are invited to an Information Meeting. Additional instructions for Tapping are given in the **Recruitment Guidebook**.
- 3) Host an Information Meeting for any interested students and, at the end, hand out applications to join. This invitation type is especially good for those chapters that have a difficult time getting a list of eligible students.

Step 3—Host an Information Meeting for Prospective Members (2–4 weeks prior to initiation)

An Information Meeting highlights to potential members the reasons they would want to join KDP, gives information about the local chapter and national organization, shows personality of the chapter, and clearly spells out dues and participation requirements for chapter members. How you conduct your Information Meeting with potential members can directly effect the level of commitment demonstrated by your new members. An agenda, script, and sample Powerpoint® presentation for the Information Meeting is available in the Chapter Section – Resources for Download of the KDP website.

Step 4—Prospective Member Completes Initiate Application and Pays Fees (1–2 weeks prior to initiation)

- 1) Invited prospective members fill out the **KDP Initiate Application/Initiate Information Form** and submit it to the chapter with the \$39 (or \$72 for two-year membership) payment for national dues and any local dues or one-time initiation fees. It is important to collect this money at least one week BEFORE the initiation ceremony and not at the ceremony itself, in order to secure a commitment from the prospective member.
- 2) Check the form to be sure the new member completes all of the fields, so that they receive all the benefits and services to which they are entitled.
- 3) Use the completed forms to create **Membership Certificates** to have ready at Initiation *OR* submit the names to the KDP Store when ordering the certificates and the Store will print the certificate information at no additional cost. A template for the Certificates is available in the Chapter Section – Resources for Download of the KDP website.

Step 5—Initiation Ceremony for New Members

The **Initiation Guidebook**, available in the Chapter Section – Resources for Download of the KDP website, includes a Planning Checklist and timeline that will ensure your initiation is a success. The initiation ritual is the one element that is universal to all Kappa Delta Pi chapters. It must be followed verbatim; however, there are ways your chapter can tailor the initiation to your chapter’s style. For ideas on enhancing the chapter initiation experience, contact your Regional Chapter Coordinator or find ideas online. At the Initiation Ceremony, each member should receive these: a personalized **Membership Certificate**, **KDP Creed**, and **Essential Guide for New Members**.

A template for creating an **Initiation Program** to give out for the ceremony may be found in the Chapter Section – Resources for Download of the KDP website.

If a member cannot attend the scheduled initiation ceremony, the chapter should schedule an alternate make-up ceremony or have the counselor perform an individual initiation in his or her personal office or over the phone. A member who has paid an initiation fee should wait no longer than 30 days to be initiated so that he or she can receive all local and national benefits as soon as possible.

Step 6—Conduct a Membership Orientation Program (same day to 1 week after initiation)

The membership chair should conduct a Membership Orientation Program to welcome the member as a full participant in the chapter; explain the local chapter structure, its programs, opportunities for involvement and participation expectations; specifically go over the local and national benefits of membership; and connect the new member with other members of the chapter. This is also a good opportunity to explain membership benefits both in college and into the professional career, as well as how to renew membership for continued opportunities. How you conduct your Membership Orientation with new members to Kappa Delta Pi directly affects the level of commitment and involvement for all members of the chapter. An agenda, script, and sample Powerpoint® presentation for the Membership Orientation Program is available available in the Chapter Section – Resources for Download of the KDP website.

Step 7—Send Forms and Payment to National HQ (1–2 weeks after initiation)

- 1) The membership chair, counselor, and treasurer collect all the **KDP Initiate Application/Initiate Information Form**, deposit all new initiate monies into the chapter account, and write one check to Kappa Delta Pi. This check should equal the national dues (\$39 – 1-year membership or \$72 – 2-year membership) multiplied by the number of initiates who went through the initiation ceremony. If a make-up initiation ceremony is scheduled within 2 weeks of the original ceremony, forms may be held for submission all at one time. If this ceremony will occur later than 2 weeks, then submit the forms separately. Chapters may request an invoice in advance of the initiation if one is needed to request a university check – email mcs@kdp.org for this request.
- 2) For each initiation, submit a completed **Initiation Cover Sheet**, along with the top copy of each **KDP Initiate Application/Initiate Information Form**, a copy of your initiation program, and one check for all initiate dues to Society Headquarters.

** It is extremely important that all Initiation Forms and one check is quickly sent to national headquarters after initiation. Without this information, your initiates will not be considered members of KDP and will not receive any correspondence or benefits from the Society.*

Remember that assistance with this process is only a telephone call away. We want all chapter members to have a great initial experience with Kappa Delta Pi, *and* we want to make the paperwork easy for you.

If you have any questions, please contact your Regional Chapter Coordinator at mcs@kdp.org or call 800-284-3167.