



MEMORANDUM OF UNDERSTANDING

Between

Kappa Delta Pi, International Honor Society

and

Name

KDP Liaison for _____

Name of Institution

Effective this date, _____.

The *KDP Liaison Program* is intended to provide an opportunity to offer membership in Kappa Delta Pi to qualified undergraduate and/or graduate students in the College of Education where no chartered chapter exists on campus. As a member of the institution's faculty or staff, the *KDP Liaison* provides a means of accessing information to determine a list of students who are eligible for membership. There is no implied or inferred responsibility or obligations other than those defined here for the *KDP Liaison* and no expectation or commitment of present or future chapter involvement.

Kappa Delta Pi Headquarters Representative agrees to the following:

- Follow and adhere to the stated college/university policies regarding student data and information including FERPA.
- No more than once a semester and no less than once a year, send a request to the *KDP Liaison* in the form of a letter to the Registrar for a list of eligible students.
- No more than once a semester and no less than once a year, invite all submitted eligible students to join as Professional members of Kappa Delta Pi.
- Provide an on-line means for students to apply for membership and initiate them into KDP as Professional Members.
- Provide regular support and all regular benefits for initiated members through email, the KDP Web site and within the local area as applicable.
- Provide a monthly e-mail newsletter titled *The Leader* to the *KDP Liaison* with Society updates and notices.
- Once each year, provide a letter of appreciation to the *KDP Liaison*.
- Recognize service of the *KDP Liaison* to the society at the biennial Convocation.

The *KDP Liaison* agrees to the following:

- Complete an information sheet about the institution and College of Education and update it annually as needed.
- Provide KDP with a copy of the college/university policies regarding student data and information including FERPA.
- No more than once a semester and no less than once a year, provide a list of eligible students with address, phone, and e-mail contact information.
- Notify KDP immediately of any changes to *KDP Liaison* contact information or faculty/staff status at the institution.
- Notify KDP immediately if you no longer wish to serve as the *KDP Liaison*.

KDP Liaison Signed: _____

Date: _____

KDP Representative Signed: _____

Date: _____