



## Chapter “To Do” List

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## Chapter Monthly “To Do” List

The Kappa Delta Pi fiscal year begins July 1 and ends June 30 of the following year. The following to-do list specifies the basic activities the chapter should complete during the year. This calendar serves as a guide and may be adapted to reflect your institution’s academic calendar. As the chapter plans additional activities, these should be added to the checklist. Contact your Chapter Resource Consultant at 1-800-284-3167 with any questions.

### July

- Finalize the chapter’s Annual Report and submit to Society Headquarters online at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section by August 1.
- Hold any meetings of the chapter or Executive Committee scheduled for the summer.

### August

- Submit Annual Report online at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section by August 1. Provide the chapter officers’ names, addresses and membership numbers; overview of chapter activity; and chapter financial information.
- Conduct officer retreat and set goals if not completed in April. Information on this subject is found in the *Counselor’s* and *President’s Guidebooks*.
- Secure approval of annual budget. More information about creating a chapter budget is located in the *Treasurer’s Guidebook*. The Executive Committee should approve the budget at the first meeting of the year.
- Review the chapter’s event calendar; establish an event calendar if one was not created in the spring. The Vice President and the program committee should set the calendar. Program ideas are located at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section.
- Submit updates for officers’ contact information to Society Headquarters by calling 1-800-284-3167, e-mailing [mcs@kdp.org](mailto:mcs@kdp.org), or completing the Officer Add/Change form at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section.

### September

- Invite members to the first meeting. Activity ideas are located at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section.
- Prepare the first chapter newsletter; refer to the Chapter Newsletter Template at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section for a sample. Information about creating a chapter newsletter also is located in the *Secretary’s Guidebook*.
- (odd-numbered years) Finalize plans for Convocation attendance. Confirm who is attending as the delegate and as participants, which would have been established in the spring. Register via [www.kdp.org](http://www.kdp.org) or by calling 1-800-284-3167.

- Distribute the chapter's event calendar to members.
- Plan initiation ceremony, if applicable.
- Document activity for ACE Award, if applicable. More information about the ACE Award and how to apply is located on the KDP Web site.
- Read *The Leader* and implement any ideas. *The Leader* is e-mailed monthly from Chapter Activities to all chapter officers.
- Request from the Registrar's Office a list of all students qualified for membership. For the eligibility criteria, review the chapter's bylaws or access the Chapter Bylaws Template at [www.kdp.org](http://www.kdp.org) in the Forms and Brochures section. For a sample letter to the Registrar and a sample Recruitment letter, visit Chapter Resources at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section.

## October

- Conduct an Executive Committee meeting.
- (odd-numbered years) Finalize plans for Convocation attendance.
- Distribute scholarship applications to members. More information about this is available at [www.kdp.org](http://www.kdp.org).
- Deposit the rebate check sent from Society Headquarters for the chapter's dues from membership renewals within the previous six-month period. The rebate check is mailed on or after October 1 to the Counselor at the chapter's address. Additional information on rebate checks are located in the *Treasurer's Guidebook*.
- Send the chapter newsletter.
- Conduct a chapter meeting to get members excited about the upcoming year and involved in the chapter. Ideas for activities may be found at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section.
- Plan a fund-raiser to support the chapter's events or attendance at Convocation.
- Begin preparation for the chapter's *Literacy Alive!* event, which will occur in second semester. Locate *Literacy Alive!* information at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section, or contact your Chapter Resource Consultant at 1-800-284-3167.
- Invite members to join. Refer to the chapter's bylaws for specific guidelines on your chapter's membership requirements.
- Conduct a new member orientation program. More information about this program is in the *Membership Chair's Guidebook*.
- If holding an initiation, initiate new members. An Initiation Guide with a checklist and timeline is available in Chapter Resources at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section. The Ceremonies and Rituals booklet can be purchased from the online store at [www.kdpstore.org](http://www.kdpstore.org).
- If an initiation was held, submit New Initiate Information Forms, a check for \$38 Society dues per member, and the cover sheet **within two weeks after initiation ceremony**. Contact your Chapter Resource Consultant at 1-800-284-3167 for further information and support.

- Document activity for ACE Award, if applicable. More information about the ACE Award is located at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section.

## November

- Prepare the next chapter newsletter; refer to the Chapter Newsletter Template at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section for a sample. Remind members to update their personal information with Society Headquarters by calling 1-800-284-3167 or visiting [www.kdp.org](http://www.kdp.org) if they will be moving or graduating.
- Plan a reactivation program for inactive members.
- If an initiation was held, submit New Initiate Information Forms, a check for \$38 Society dues per member, and the cover sheet **within two weeks after initiation ceremony**. Contact your Chapter Resource Consultant at 1-800-284-3167 for further information and support.
- Receive preliminary reports of chapter from committee chairs.
- Document activity for ACE Award, if applicable.

## December

- Review duties of all chapter officers, possibly using the Overview of Responsibilities sheets at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section.
- Prepare *Literacy Alive!* grant application for submission to the Educational Foundation by December 15.
- Send the chapter newsletter.
- Host a social event to encourage networking and reflection on the semester's activities.
- (odd-numbered years) Submit nominations for Kappa Delta Pi Executive Council positions. Nomination forms are sent to all chapters in November.
- Document activity for ACE Award, if applicable.
- Send holiday cards to campus and community leaders.

*Counselors should work with the Registrar's office to obtain a list of all students with the minimum GPA requirements as specified by the chapter's bylaws. As a service to chapters, Society Headquarters collects the dues for renewing members. Twice per year, a rebate check is mailed to chapters indicating the renewing members. Remember to invite undergraduates, graduates, faculty, and practicing professionals to join your Kappa Delta Pi chapter.*

## January

- Conduct mid-year assessment during the Executive Committee meeting.
- Encourage members to apply for National Student Teacher/Intern of the Year Award and scholarships. More information is located at [www.kdp.org](http://www.kdp.org).
- Continue Planning for *Literacy Alive!*, to occur in second semester. Ideas for *Literacy Alive!* are found at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section.

- Plan an event for members.
- Read *The Leader* and implement any ideas.
- Document activity for ACE Award.

## February

- Plan an event for members.
- Prepare the next chapter newsletter (see template on [www.kdp.org](http://www.kdp.org)).
- Document ongoing activity for ACE Award.
- Send the chapter newsletter.
- Request from the Registrar a list of all students qualified for membership.
- Invite potential members to join.
- If holding an initiation, initiate new members. An Initiation Guide with a checklist and timeline is available in Chapter Resources at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section. The Ceremonies and Rituals booklet can be purchased from the online store at [www.kdpstore.org](http://www.kdpstore.org).

## March

- Conduct officer elections. More information about officer elections is located in the *President's Guidebook*.
- Conduct an orientation program.
- If an initiation was held, submit New Initiate Information Forms, a check for \$38 Society dues per member, and the cover sheet **within two weeks after initiation ceremony**. Contact your Chapter Resource Consultant at 1-800-284-3167 for further information and support.
- Send the chapter newsletter.
- Plan for Officer Training Retreat. Ideas about officer training may be found in the *President's* and *Counselor's Guidebooks*.
- Deposit rebate check mailed to the Counselor by Society Headquarters.
- Read *The Leader* and implement ideas.
- Document activity for ACE Award.
- (even-numbered years) Begin preparing portfolio for ACE Award.

## April

- All incoming officers should take office.
- Review duties of all chapter officers.
- Establish the chapter's event calendar for the next academic year. The Vice President and the program committee should set the calendar. Program ideas are located at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section.
- Make necessary appointments for committees and leadership.
- Review chapter's year of events for submission on the chapter's online Annual Report at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section by August 1.
- Prepare the year-end newsletter. Remind members to update their personal information with Society Headquarters by calling 1-800-284-3167 or visiting [www.kdp.org](http://www.kdp.org) if they will be moving or graduating.

- Host an event for members.
- Submit initiate list and money.
- (odd-numbered years) Complete the portfolio for ACE Award and submit to Headquarters before the end of the month.

## May

- Recognize graduating members. Honor cords may be ordered from the online store at [www.kdpstore.org](http://www.kdpstore.org).
- Begin completion of the chapter's online Annual Report and submit to Society Headquarters at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section by August 1.
- Schedule summer session meetings or special summer get-togethers.

## June

- Complete and submit the chapter's online Annual Report to Society Headquarters at [www.kdp.org](http://www.kdp.org) in the Chapter Activities section by August 1.
- Hold any meetings of the chapter or Executive Committee scheduled for the summer.

*For further information or resources, contact your Chapter Resource Consultant at Society Headquarters by calling 1-800-284-3167, or contact the Chapter Activities Department at [mcs@kdp.org](mailto:mcs@kdp.org).*