



Zeta Iota Chapter

East Tennessee State University

INITIATION / MEETING CHECK LIST

BY SECOND OR THIRD WEEK OF THE SEMESTER:

Letter to Bob Baxley, Institutional Effectiveness requesting eligible names and mailing labels
Contact KDP Headquarters for labels or mailing list for active KDP members
Inventory brochures to be included in mail outs, certificates and creeds
Contact KDP Headquarters for brochures to be included in mail outs
Contact KDP Headquarters for additional certificates and creeds
Memo/e-mail to committee members on first meeting

FIRST & SECOND MEETING OR BY THE END OF THE FIRST MONTH REGARDING INITIATION:

Set Date for Initiation
Food Arrangements Decided
Cost –dinner, reception, mail out supplies, program supplies, complimentary meals, gifts, plaques, awards
Decorations
Speaker
Readers
Designate who shakes hands/who hands out certificates
Designate who will read initiates names
Head Table placement
Plaques/Awards/checks to be written- Pinning Ceremony, William Fowler Award, David Kent Miller Scholarship
Order of Program including introductions and awards presentations
Who will print names on certificates
Set next meeting date to stuff envelopes
Set date for Literacy Alive (old Reading Is Fun) Event (Spring Semester)
Set date for Prospective Member Orientation
Set date for RSVPs for returning acceptance, checks and applications (at least one week if not two prior to Initiation to have time to complete certificates, programs, and turn in food count)
Discuss I Teach Conferences, Biennial Convocation, Counselors Academy, Literacy Alive, Scholarships, Leadership Training, Cluster Meetings, Grant Proposals, Chapter Challenge, Membership
Set date for ACE Award Meeting (each semester)
Nominate/Elect Officers for next year (Spring Semester)

SCHEDULE THE DATE AND RESERVE THE ROOM FOR INITIATION WITH THE UNIVERSITY FACILITY RESERVATIONIST, CULP CENTER OR RESERVE THE DATE WITH THE CITY PARKS AND RECREATION FOR THE SUMMER PICNIC

SCHEDULE AND PLAN THE MENU FOR THE BANQUET/MEETING/RECEPTION WITH THE UNIVERSITY FOOD SERVICE.

PURCHASE:

- A. Letterhead or special paper to be used for invitation letters and inside programs
 - Envelopes
 - Labels for return address
- B. Decorations
 - Candles
 - Ribbon for programs
 - Card stock/heavier weight paper for program covers
- C. Post cards for Summer Semester members
- D. Order plaques from Trophy Shop/ pick up in time to critique
- E. Gift for guest speakers and/or special guests

WORD PROCESSING NEEDS:

Return address labels- specific ones for university bulk mail
Program
Letter of Invitation to prospective members
Application data sheet
Reservation return slip
Letter of Invitation (or post card) to members
Reservation return slip
Literacy Alive Announcement flyer to include in mailing
Place Cards
Newsletter – send by e-mail but have available hard copies at meetings

Memos need to be sent to committee members as reminder of each meeting (e-mails/postal mail/campus mail)

After receiving the Prospective Member List from Bob Baxley in Institutional Effectiveness check it and delete those who are current members, been asked before, etc. Pull off or cross out their labels.

Have counselor and president sign Letter of invitation to prospective members before it is copied.

THINGS TO BE COPIED/PRINTED BEFORE MEETING TO COLLATE MAIL OUT:

Application
Letter of Invitation to prospective members
Reservation return slip
Letter of Invitation to members
Reservation return slip
Return address labels
Prospective Member Orientation Flyer
Literacy Alive Flyer (book donation)

MEETING TO COLLATE MAIL OUT:

Envelopes
Return address labels
Active Member labels sent from KDP
Brochures
Prospective Member labels
Letter of invitation to prospective members
Application data sheet
Reservation return slip
Letter of invitation to members
Reservation return slip
Prospective Member Orientation Flyer
Literacy Alive Flyer (book donation)

THINGS TO BE COPIED BEFORE MEETING/ BANQUET:

Program
Program Cover

Need long arm stapler to staple program
Attach ribbon to program if available

A COUPLE OF WEEKS BEFORE INITIATION SEND OUT OFFICER MEMO REMINDER ABOUT THE INITIATION MEETING

CALL DINNER RESERVATIONS COUNT TO ARA FOOD SERVICE 3-4 DAYS PRIOR TO EVENT
CALL FACILITY RESERVATIONIST REGARDING ROOM SETUP TO DOUBLE CHECK ON THINGS
Lecturn, podium, TV/DVD, initiation table, fundraiser items table, Literacy Alive book donation table

HAVE SOMEONE PRINT CERTIFICATES WITH NAMES
HAVE COUNSELOR AND PRESIDENT SIGN CERTIFICATES

THINGS TO TAKE TO MEETING:

Ace Awards/Plaques
Programs
Reserve front tables for special guests/officers
Place Cards for Head Table
Initiation Readers= Booklets
Officer Installation items
Ivy/candles
Table drapes (green and purple)
Floral arrangement
Notes for meeting
Certificates/Creeds
Newsletters
Membership Booklets
KDP honor cords for sale
Brochures for registration table
Camera, film, batteries

Fund Raising items
Convocation Display
ACE Award Display Board
Video Camera, extra cassette, tripod
Checkbook, Checks for presentations
Money bag with change
Picnic: Ice
Drinks
Plates
Cups
Cutlery
Napkins
Center Piece for tables
Table cloths
Ice chest
Ice

ANNIVERSARY CELEBRATIONS – (at least one semester in advance):

Call KDP Headquarters about possible speaker, plaque, and other information.

Special awards, plaques, checks

Special Decorations

Special Gifts

Special Guests

Travel arrangements, escorts, school tours, agenda, itinerary, special introductions (University President, College of Education Dean, etc)

Special Invitations to faculty, administrators, community etc.

Anniversary Cakes

CHAPTER RESOURCE CONSULTANT VISITS:

Travel arrangements, escorts, school tours, agenda, itinerary, special introductions (University President, College of Education Dean, etc)

Dinner/Lunch with officers arrangements

Special Gifts