Application for Professional Chapter Checklist:

- Before completing this application, contact Headquarters by calling 800-284-3167 or by emailing mcs@kdp.org.
- Complete all questions on this application (all fields required).
- Include at least two letters of support from current KDP members who plan on being active within the professional chapter.
- Include $200 one-time professional installation fee (check or money order).
  - NOTE: This fee can be waived by recruiting 10 new members for Kappa Delta Pi.
- Postmark to:
  
  Kappa Delta Pi
  Chapter Development
  ATTN: Laura Perkins
  3707 Woodview Trace
  Indianapolis, IN 46268

*Please note: Application will not be processed until all items listed above are received. This application is ONLY intended for groups of individuals intending to formalize their community as a KDP professional chapter.
Before you begin…

Professional chapters allow for KDP members to continue building new personal and professional relationships based on their commitment to KDP and its values. Professional chapters reinforce the concept of lifelong membership and the importance of maintaining current membership.

More and more, members want to connect through a neutral and informal setting to personalize the chapter for their own professional growth.

These chapters are ideal for:
- Recent graduates from the same chapter who want to stay connected after college;
- Teachers of all levels that work at the same district or school; and/or
- Members from the same city who do not already have a professional chapter to join.

**Encouraged Action Items**
(as you're completing the application and forming your group)

1. Contact five or more current KDP members who are interested in organizing the professional chapter. KDP Headquarters can provide a list of members in the area if you need. Call or email Laura Perkins, Director of Chapter Services, and provide zip codes for the city and surrounding area.
   - a. Current KDP members can transfer their primary membership to this new professional chapter. They should be active before seeking transfer and can renew their membership at [http://kdp.org/membership/renew.php](http://kdp.org/membership/renew.php).
   - b. Any non-member who wants to join the professional chapter can apply for professional membership using the chapter specific application link that will be provided after the new professional application is approved.

2. Set a date for the first meeting with the organizing group. Initial meetings should start with opportunities for all attendees to informally interact with one another and then, discuss future meeting dates, elect official chapter officers, share opportunities for members to get involved, and so on. Some initial questions for the organizing group are below for the planning phase to begin.
   - a. Who—if anyone—will serve as officers of this new professional chapter?
   - b. How often does the chapter plan on meeting, and what sort of programs/events does the chapter want to hold for its members?
   - c. Will the chapter charge local dues to help cover programming costs and/or a one-time initiation fee to help offset the cost of the Initiation Ceremony?

3. Contact KDP Headquarters with any questions you may have.

   Kappa Delta Pi Headquarters
   ATTN: Laura Perkins
   3707 Woodview Trace
   Indianapolis, IN 46268

   Phone: (800)284-3167
   Email: mcs@kdp.org
1. Proposed Name for New Chapter

2. Professional Chapter Structure (please select one)
   - City Chapter
     Members are connected by a geographical region—regardless of their chapter affiliation.
   - Alumni Chapter
     Members are connected through the same collegiate chapter affiliation.
   - District/Building Chapter
     Members are connected, as they work in the same school district and/or building. These chapters typically work with the administration to assist in providing required professional development or mentoring, as well as the KDP chapter-member experience that includes: recognition, member development, and community.

3. Date of Application

4. Tentative Date for Installation Ceremony

5. Primary Contact
   - Address
   - Title
   - Email
   - (Prefix) (First) (Last)
   - (Street) (City) (State) (Zip)
   - Home Phone
   - Office Phone

6. Alternate Contact
   - Address
   - Title
   - Email
   - (Prefix) (First) (Last)
   - (Street) (City) (State) (Zip)
   - Home Phone
   - Office Phone

7. Please share with us a little about why you, your peers/colleagues, and/or fellow KDP members and alums are interested in chartering a new professional chapter of Kappa Delta Pi.
8. Similarly, what goals would you like to achieve in your city, for your alumni and peers, and/or within your school district/building by chartering this new chapter?

9. How often does the chapter plan on meeting, and what sorts of programs do you plan on offering? In other words, what are the needs of educators in your network, and how do you plan on meeting those?

9. List the names and locations of school districts within at least a 30-mile radius of the new professional chapter location (i.e. where you plan on regularly meeting). Add an additional page if needed.
10. **List the names and locations of colleges and universities within at least a 30-mile radius of the new professional chapter location (i.e. where you plan on regularly meeting).** Add an additional page if needed.

11. **List the organizations in your community whose memberships primarily include teachers and/or education students.** Add an additional page if needed.

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This professional chapter, if granted a Kappa Delta Pi charter, understands the following bylaws requirements for maintaining a chapter:

- Hold at least one meeting during the fiscal year of July 1 – June 30. At least one meeting shall include an initiation (for new members never initiated into KDP) or reaffirmation (current or inactive members from another chapter) ceremony.
- Send a representative to at least one Society event over the course of four (4) years. This can be a regional workshop, the biennial Convocation, or a chapter cluster meeting.
- File required Annual Financial Report no later than August 1 of each year.
- Have new members register using the established process and collect local dues if desired.
- Current members should submit a written request to KDP Headquarters (either by mail or email to mcs@kdp.org) to transfer their membership to the professional chapter.

___________________________________  ___________________________________
Signature of Chapter Primary Contact    Signature of Chapter Alternate Contact

___________________________________  ___________________________________
Printed Name of Chapter Primary Contact Printed Name of Chapter Alternate Contact

_________________________________  _______________  _________________________
Date (MM/DD/YYYY)                   Date (MM/DD/YYYY)