Informational Meeting

What is an Informational Meeting and how is it different than the Orientation Meeting?
The Informational Meeting allows potential members to learn about Kappa Delta Pi and what the organization has to offer. It also gives chapter officers a chance to meet potential new members and to explain the expectations of chapter members. All chapters are encouraged to hold an Informational Meeting prior to the initiation ceremony. This meeting is a great time to have interested students start the registration process for the upcoming initiation. The more informed people are before joining an organization, the greater the involvement.

An Informational Meeting is different than the Orientation Meeting in that the Orientation Meeting is intended to acquaint new members with the chapter after the initiation ceremony and allow the chapter officers to share more information about upcoming chapter events. This is a great opportunity to get to know the new members and establish relationships that will keep the new members involved.

Planning for an Informational Meeting

- **Set the meeting date, time, and location.** After the Membership Committee or Executive Committee confirms the initiation date and location, set a time and location for the Informational Meeting. This meeting should be held at least 2–3 weeks before the initiation date.

- **Send out invitations** (electronic, print, or both) to all students who meet the membership criteria. This includes undergraduate students, graduate or doctoral students, and students seeking alternative certification or licensure. Remember that secondary education majors may be listed in another department but are still eligible to join Kappa Delta Pi. Your institution’s registrar can usually generate a list of potential members to invite.

  Click here for an email invitation template and click here for a sample letter to the registrar.

- **Promote the meeting** around campus and in the Education Department by posting flyers, broadcasting it on the college’s radio or TV station, and asking your professors if they will announce it to their classes. Take advantage of social media by posting a flyer on the chapter Facebook page, Instagram, or Twitter account. Encourage chapter members to use the flyer as their Facebook profile picture, post it on Instagram, or retweet your posts.

- **Consider what items will be necessary during the meeting.** Reserve a laptop or AV projector if needed. It is helpful to have a sign-in sheet prepared and to have a handout for the attendees that outlines the application process and shares a calendar of upcoming chapter events. Don’t forget to bring your KDP gear, promotional items, scrapbooks, and previous awards!
Determine the format of your meeting.

Agenda Format: Using this format, potential members arrive, take a seat, watch and listen to the KDP PowerPoint presentation, and receive informational meeting materials. At the end of the presentation, the floor is open for questions. If they are interested in joining, they can start the application process at the end of the meeting. This format is more structured and formal and is a great opportunity to show the dedication of current chapter members and the passion they have for Kappa Delta Pi.

If you use the Agenda Format, start the meeting by thanking potential members for attending. Be sure to introduce chapter officers and members in attendance and specify who will be the contact person for questions after the meeting. After sharing the KDP PowerPoint as well as information about the local chapter (goals for the semester or year, expectations of members, etc.), inform the attendees about the online initiate process and payment. This is a great time to share information about the dues requirement and also the variety of benefits available to members of the Society. Be sure to open the floor for questions and to close by thanking members for attending. You also can have established members share about their experiences with the chapter and encourage attendees to mingle with chapter members after the formal presentation.

Open Format: This format is structured more like an open house and, while it may seem more informal, it may provide more opportunities to get to know potential members. As the potential members arrive they can browse the room, and informally talk to members as the KDP PowerPoint is looping in the background. If they are interested in joining, they can start the application process at the meeting.

Determine who will set up the meeting and which chapter members will be in attendance. This is a great opportunity to involve members that are not part of the Executive Committee. Giving members an opportunity to help the chapter is a great way to keep them involved and train them as prospective chapter officers for the coming years. Consider appointing members to greet and connect with potential new members. The current chapter members can then reach out to the individuals they meet at the meeting to reduce the anxiety of joining an organization with so many new faces. If you use the open format for your informational meeting, designate who will be stationed at each of the tables and what each person’s role entails.

After the Informational Meeting

As potential members leave the meeting, thank them for coming and give them a person to contact if they have questions. It may be helpful to send a follow-up email a few days after the meeting, which could reiterate information on the application process. Consider having each current chapter member reach out to a potential new member to establish a relationship and create a familiar face. Social media is a great tool to use in starting these connections.

Additional Suggestions to Enhance the Informational Meeting

- Food is a great motivator (especially for college students). Consider providing refreshments and promote this on your flyer.

- Hold a raffle or have promotional giveaway items on hand. The KDP store sells a variety of promotional supplies including pens, pencils, notecards, balloons, cups, and more!

- Schedule an alternate meeting so that students who were unable to attend the first meeting will have another opportunity to learn about KDP and the local chapter. Promote both meetings on your flyers.

- If your chapter uses a Post-Initiation Incentive Plan (PIIP) to award points to current members, consider how active members can contribute to the meeting. Points could be awarded to members for attending, helping with setup and clean up, or serving as a greeter. This could be especially helpful if you use the Open Format method.

Remember: This is the first contact many of the potential members will have with the chapter. Take the meeting seriously as it will create a lasting first impression that will impact students’ decisions to join.