



Initiation & Recruitment Guidebook

This guide will serve as a resource for all stages of the recruitment and initiation process; from before new members are even invited to join to after the Initiation Ceremony has passed. The script for the initiation and other ceremonies is not included in this guidebook. Please reference the Ceremonies & Rituals guidebook for the ceremony, read by chapter officers, during the initiation.

The Kappa Delta Pi Tradition

All individuals selected for membership into a chapter of Kappa Delta Pi formalize their commitment by taking an oath during the Initiation Ceremony in support of the ideals of the Society. The Initiation Ceremony is a solemn event to recognize the honor and excellence that distinguish individuals as members of Kappa Delta Pi.

Benefits of Effective Recruitment

Chapters that are successful in recruiting new members effectively will continue to see the benefits long after the Initiation Ceremony has passed. Effective recruitment excites new members and prepares them to contribute to the vibrancy and growth of the chapter.



While recruiting your friends and direct colleagues may be the most comfortable or easy group to invite, remember that effective recruitment means inviting all eligible students. This includes graduate and doctoral students, students seeking alternate certification and secondary education students that may be listed under a specific content department (such as a Secondary Chemistry Teacher).

Recruiting members advances the mission and vision of your local chapter and of Kappa Delta Pi as a whole. Your efforts further the Society by empowering educators to become great leaders, who collaborate with some of the world's brightest minds in an effort to impact the world.

Creating a Membership Committee

Recruitment efforts are not limited to the Executive and Membership Committee(s) or the Membership Chair but involve every active chapter member. Each active member brings a unique perspective and voice to your chapter and adds to the overall diversity.

Challenge chapter members to recruit prospective members and renew inactive members by building interpersonal relationships. Support their efforts by equipping them with knowledge on the Society and the

benefits of being an active member. Encourage members to share KDP with their friends, peers, and colleagues both in person and via social media.

Creating a Membership Committee to share in the recruitment and planning tasks can be a great strategy for giving chapter members smaller leadership roles within the chapter. Involving chapter members in the recruitment process can be an added opportunity to earn points if the chapter uses a Post-Initiation Incentive Plan (PIIP).

New Member Registration

Invite-Initiate-Approve:

There are three main steps to the new member registration process.

1. Invite:

- Send your unique chapter link to potential applicants who meet the qualifications for membership in your chapter. You can find your chapter link by logging into [MyKDP](#), clicking on Chapter Management, and then opening the Chapter Profile. The unique URL is located at the bottom of the page. Copy and paste the URL into an email. [Click here](#) for a sample email invitation set.
 - **Remember:** Your chapter's application link is unique. Do not share it on a public website or social media, and send it only to those who are eligible to join your chapter. Applicants must register online; there are no paper applications.
- In your message to potential new members, include a deadline for completing the application. Society dues are \$47 and are due at the time of application online.
 - Local dues are paid directly to the chapter. Determine how and when you will collect chapter dues and inform the applicants. You may consider sending the URL out as receipt of collecting the local dues to ensure that potential members complete both steps of the registration process.
 - There is a \$1 New Member KDP fee, to cover chapter liability insurance.

2. Initiate:

- Clearly communicate the Initiation Ceremony date, time, and location to potential new members. Include information regarding the chapter's plan for make-up initiations if an applicant is unable to attend the initiation.

3. Approve:

- Immediately after the initiation, a chapter officer needs to approve the initiates online. Login to [MyKDP](#) and select Chapter Management. Click on Pending Membership Applications to approve or deny applicants. Make sure the initiation date field at the top of the screen matches your ceremony date.
 - If anyone did not attend the initiation or otherwise is not eligible to join the chapter, deny the application and the Society dues will automatically be refunded to the applicant. An automatic email will be sent to any denied applicants stating they do not meet the criteria of the chapter.
 - Only Counselors, Presidents, and Membership Chairs can approve or deny applicants online.

Developing a Plan

Developing a plan for the recruitment and initiation process means starting early. Your recruitment will be more successful and will run more smoothly if the whole process has been well thought out and planned in advance.

Supplies

Order and gather supplies for the Initiation Ceremony from the [KDP Store](#).

- Society Membership Certificate Packages (Required)
- Society Banner
- Candles and Candlesticks
- Charter
- Tablecloth
- Honor Cords and/or Society Pins
- Ceremonies and Rituals Booklets
- Decorations (flowers)
- Lighter/matches (or check the batteries if using artificial candles)
- Pens and pencils
- Special certificate, plaque, and/or gift for the keynote speaker



Timeline and Planning Checklist

The following checklist outlines the recruitment and initiation process starting several months before the ceremony. Please keep in mind this is a suggested outline; each chapter is unique and may customize this process as needed.

Three to Four Months Prior to the Initiation:

- Choose the date and location of the Initiation Ceremony and make necessary reservations. Many times institution space is at a premium and will need to be reserved early. See the Room Setup diagram for consideration of spatial needs of the room.
- Decide whether the Initiation Ceremony will include a banquet, meal, or refreshments.
- Request from the Registrar a list of individual names and email addresses of students qualified for membership based on requirements of the Society and chapter.
- Invite an inspirational teacher or faculty member as a keynote speaker.
- Invite key members of the university to attend. This may include the College President, University Chancellor or Provost, Dean, and/or Department Chair.
- Secure musical accompaniment, if applicable.
- Decide how you will collect local dues and/or a one-time initiation fee (in person with the counselor, officers, PayPal invoice, business office, etc).

Two Months Prior to the Initiation:

- Develop a Membership Committee to help with on-site coordination of the ceremony. In addition to the Membership Committee, you may need members to help with the following functions:
 - Ushering
 - Serving Refreshments
 - Photography

- Managing Sign-in or Registration
 - Setting Up
 - Cleaning Up
 - Providing Musical Entertainment
 - Managing Audio-Visual Controls
- Set the time and location for an Informational Meeting. Resources for hosting an Informational Meeting can be found at <http://www.kdp.org/chapters/initiation.php> and include general suggestions for conducting the event and a sample PowerPoint presentation with talking points.
 - Promote the Informational Meeting and Initiation Ceremony by marketing on campus. Visit <http://www.kdp.org/chapters/chaptertoolbox.php> for tips on Chapter Marketing.
 - Send invitations to potential members with the [email templates](#). Include an invitation to the Informational Meeting to provide an opportunity to meet prospective members and familiarize students with the chapter. Be sure to include your chapter-specific link, found in Chapter Management in [MyKDP](#)
 - Inform your institution's public relations office of the Initiation Ceremony.
 - Reserve equipment that may be appropriate for the ceremony.



Four to Six Weeks Prior to the Initiation:

- Collect local dues and/or the one-time initiation fee (if applicable).
- Monitor the Pending Membership Applications as students complete the online registration form. Do not approve or deny members until after the ceremony.
- Order supplies from the [KDP Store](#). See below for the materials required for each ceremony.
- Conduct the Informational Meeting.
- Invite parents of potential members to attend the ceremony.
- Invite faculty of the Education Department to join the chapter and/or attend the ceremony.
- Order refreshments or meals.
- Invite chapter members to attend the ceremony and delegate day-of responsibilities.
- Secure a biography of the keynote speaker for the ceremony program and for reading during the introduction of the speaker.

Two Weeks Prior to the Initiation:

- Finalize the list of initiates.
- Make copies of the sections of the Ceremonies and Rituals Booklet and assign officers sections to read.
- Insert historical information in the Historian's section of the Initiation Ceremony script.
- Conduct a rehearsal of the ceremony with the officers.
- Complete member certificates in calligraphy or by using the [certificate template](#).
- Customize the [initiation program](#) with the names of the new initiates and other specific chapter information.
- Confirm final count for food services.
- Create signs to direct people to the ceremony.

One Week Prior to the Initiation:

- Print the final list of new initiates in large font to be read while initiates are being introduced during the ceremony.
- Prepare a display to inform guests about Kappa Delta Pi:
 - This display can include information on the chapter's history; sample copies of the *New Teacher Advocate*, *KDP Record*, and *The Educational Forum*; a scrapbook with pictures of past events; KDP posters or flyers; and previous chapter awards.
- Produce nametags and seat signs so initiates line up properly.
- Rehearse the ceremony for the purpose of seating and lining up new initiates.

Day of the Initiation:

- Set up the room for the ceremony. This includes setting up any refreshments, a registration table, music, and the initiation table. See the Room Setup Diagram for a complete picture of preparing the room for the initiation.
- Welcome the keynote speaker and show to his/her appropriate seat.
- Greet guests and initiates.
- Videotape the program and take photographs for the chapter history and Society archives.

Following the Initiation:

- Approve/Deny Pending Membership Applications in [MyKDP](#).
- Send thank you notes to the keynote speaker and special attendees.
- Hold an Orientation Meeting for the new members.
 - An Orientation Meeting informs the new members about the chapter including specific information on the chapter's history, expectations of members, and upcoming events. This is separate and distinct of the Informational Meeting.
 - Consider holding the Orientation Meeting in conjunction with a social event or in an atmosphere that encourages active members to develop relationships with the new initiates. Creating a bond with the new members early is crucial in having members that actively participate in chapter events

Preparing the Room for the Initiation Ceremony

The Stage

Place a podium with a microphone center stage with the Society banner draped over the podium front. Dignitaries and ritual ceremony readers should be seated to the right of or behind the podium.

A (five-foot by two-foot) table should be placed to the left of the podium. The following items are to be placed on the table:

- Tablecloth
- Five candles in candleholders (jade green and violet; consider using one white candle in the center to light the four colored candles).
- Matches or lighters
- Society Membership Certificates (in alphabetical order), Society Creeds, and pins (if applicable)



- Chapter's Charter plaque and a stand to display it
- Centerpiece of flowers (violet is the Society flower)

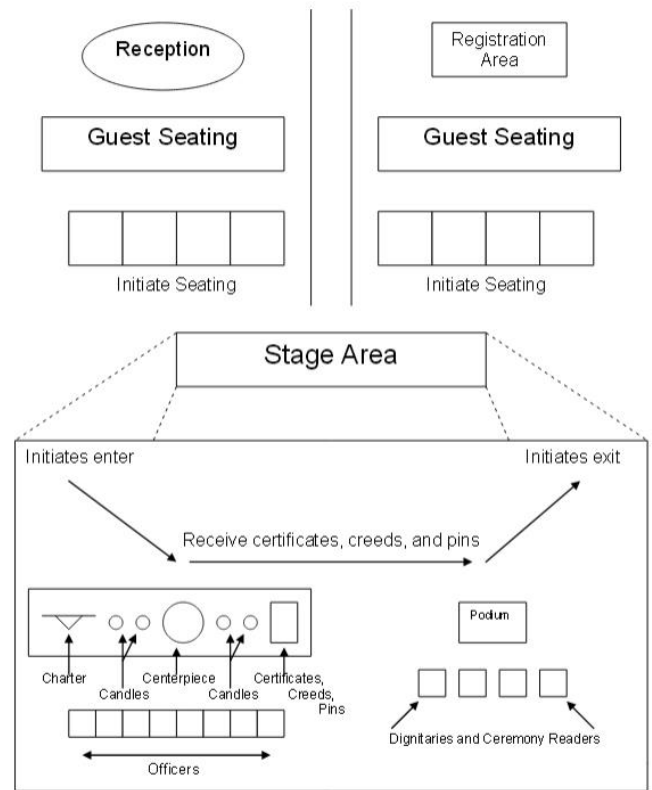
Ensure that there is adequate room for initiates to walk across the stage and to stop at the greeting line before exiting the stage.

The Audience

Reserve the front rows for the initiates seated in alphabetical order by last name to ensure an orderly procession as they are called forward. Seat guests in rows behind the initiates. If a meal is being served, initiates may sit with their families.

The Reception

The reception may occur in the same room or in another room. If using the same room, it is best to use the back of the room for the reception.



Sample Initiation Program

The initiation program should include specifics regarding the Initiation Ceremony. The KDP seal is used on any document specific to KDP traditions and rituals. Include the order of the ceremony and the names of the new initiates. Consider listing the Chapter Officers and Chapter Counselor and information about the keynote speaker and upcoming chapter events. [Click here](#) for an initiation program template that can be customized for your ceremony.

Enhancing the Ceremony

The Initiation Ceremony is a special event for the new chapter members and their families. Consider how the ceremony can be made special for all in attendance.

The following are suggestions for enhancing the atmosphere of the Initiation Ceremony; they are not, however, required:

- Ask inductees to wear formal attire.
- Prepare New Member Packets to provide at the registration table (include Membership Information Booklet and chapter information).
- Conduct officer elections or installations after the ceremony.
- Schedule musical entertainment.
- Include a meal or refreshments.
- Read members' biographical information and achievements as members approach the podium.
- Display chapter's awards.

- Invite a special keynote speaker (State Teacher of the Year, honored professor, Headquarters staff member, or local teacher).
- Prepare a detailed history of the chapter to be read during the Historian's section of the ceremony.
- Invite parents and friends to the initiation.
- Give initiates an honor cord and/or pin.
- Present service awards to members.
- Invite nearby Kappa Delta Pi chapters and campus honor society officers.
- Invite past Kappa Delta Pi members.
- Invite charter members and recognize them.
- Perform ceremony in graduation robes.
- Ask that faculty members wear academic regalia.
- Establish a theme for the ceremony.
- Raffle door prizes.
- Conduct a fundraiser at the ceremony.
- Hold the first general or business meeting following the ceremony.



Please [contact your RCC](#) with any questions. Remember, your RCC loves to see pictures of your ceremonies and hear about the wonderful successes of your chapter!