

Chapter Services Online User's Guide

KDP Online has many new resources designed to assist you and your chapter leadership team in a variety of ways. This Online User's Guide will assist you in identifying and locating the necessary online tools for all your chapter's activities and needs. The Guide has been organized by:

- ✓ Recruitment and Orientation
- ✓ Initiation
- ✓ Chapter Activities
- ✓ General Resources
- ✓ For Your Members
- ✓ Counselor Resources

This **User's Guide** also is available on the [Chapter Services home page](#), the [Counselor's Corner](#) page, and the [Chapter Resources](#) page at www.kdp.org. KDP Online is being updated continually with new features, benefits, and information. New resources will be available in the Online User's Guide.

The [Chapter Services home page](#) will highlight a chapter in the "*What's New*" area on the right side of the page. The four current *Regional Newsletters* and *The Leader* also will be available in the area on the right side of the home page.

We welcome your suggestions and feedback. Questions and comments can be sent to mcs@kdp.org or by calling Headquarters at 800-284-3167.

Be sure to visit KDP Online often!

Recruitment and Orientation

Recruitment is the most important activity for your chapter. To assist you in your recruitment activities, the following resources are available on the **Chapter Resources** page under **Orientation and Member Education Resources**:

- ✓ *Orientation PowerPoint* – can be shown at an orientation meeting with prospective or new members. There also is a continuous play version that can be shown at a Student Activities Fair or another campus event to highlight the legacy of KDP as well as its member benefits and services.
- ✓ *Orientation PowerPoint Script* – The Orientation PowerPoint can be used alone or be accompanied by the prepared script, which contains complementary information.
- ✓ *Potential Member Information Request* – captures contact information, interests, and personal and professional needs of potential members. Knowing the interests of new members helps your chapter develop relevant and valued programs and activities.
- ✓ *Member Benefits Fact Sheet* – provides an overview of the many products and services that members receive. It is useful both as a recruitment tool and an educational tool for new members.

In the **Recruitment Materials** section:

- ✓ *Member Recruitment Guidebook* – Recruitment is simplified with the information in this guidebook, including ways to identify potential members, invitation and orientation options, and effective ways of marketing your chapter. This Guidebook is part of the Chapter Resource Notebook.
- ✓ *Recruitment – A 'Pi' of Ideas* - Suggestions and ideas for recruiting members through member recognition, chapter programs, and leadership/communication.

In the **Chapter Resource Notebook** section:

- ✓ *Chapter Resource Notebook* – Orient your officers with KDP and their new responsibilities. There is an individual guidebook for each officer position that serves as an excellent resource with comprehensive how-to instructions. A must-have for chapters!

Initiation

The Initiation is the cornerstone of the Kappa Delta Pi membership experience. Not only is the ceremony the official event to honor the academic achievements of initiates, but it serves also to educate the newest members about the rich legacy and ideals of Kappa Delta Pi. All of the items listed below are on the **Chapter Resources** page in the **Initiation Materials** section.

- ✓ *Initiation Guidebook* – This guidebook, which is part of the Chapter Resource Notebook, provides a comprehensive overview of the ceremony with a list of needed supplies, a timeline for planning the event, and general ceremony ideas.
- ✓ *Letter to the Registrar's Office for a List of Eligible Students* – This letter template is an easy tool to use for requesting a list of those students eligible for membership from the Registrar's Office.
- ✓ *Sample Letter of Invitation* – can be used to invite qualified students to the initiation ceremony. This letter can be customized to include information about your chapter and its programs.
- ✓ *Membership Certificate Template* – can be used to print members' names and the chapter name on the Society Certificate. Due to variations in printers, we suggest making copies of the Certificate for trial printing before using the actual certificates.
- ✓ *Initiate Program Template* – Save time using this template to create a professional-looking program for your induction ceremony.
- ✓ *PowerPoint Tour of Initiations* – This visual tool shows examples of initiation ceremonies in various chapters.
- ✓ *Initiate Form Instruction Letter*– provides a review of the materials and schedule for submitting your initiate forms to Headquarters.

On the **Forms and Brochures** page:

- ✓ *New Initiate Press Release* – New initiates can use this downloadable and printable announcement to create a media release to send to local newspapers and share the honor of membership in KDP with their home community.
- ✓ *New Initiate Cover Sheet* – Use this downloadable form to provide summary information about your initiation. Completed forms should be submitted with the individual initiate forms to KDP Headquarters.

Formal, preprinted invitations for the Initiation Ceremony are available for purchase. A list of available chapter supplies with pictures can be found both on the [Chapter Resources](#) page and in the [KDP Store](#) section. To place an order, call your Chapter Resource Consultant at 800-284-3167. Specific contact information for Chapter Resource Consultants and the states included in their particular regions is available on the right side of all Chapter Services pages.

Chapter Activities

Planning chapter programs and activities is made easy with a comprehensive guide and how-to instructions on the [Chapter Activities](#) page. Activities are organized by *easy*, *moderate*, and *advanced* levels. Each activity also includes suggestions of how chapters can customize the suggested program to best fit their chapter's needs. Check out the Activities page for program ideas and instructions for:

- ✓ **Fund-raising**
- ✓ **Service Projects**
- ✓ **Social Ideas**
- ✓ **Leadership**
- ✓ **Professional Development**
- ✓ **Reading is Fun Week**

To be sure that your chapter's programs and meetings are valued by your membership and relevant to their professional needs, use the *Member Interest Survey* located on the [Forms and Brochures](#) page.

Ideas to Increase Member Participation is another tool to assist you in successful chapter programming. It is located in the **Retention and Chapter Communication Tools** section of the [Chapter Resources page](#). On the right side of the **Chapter Resources** page are *Bulletin Board* ideas. Bulletin boards are not only a means of communicating with members but they can serve to educate students about KDP and create an image for the chapter and its activities.

To help chapters promote their events and receive recognition for their efforts, a number of templates are available on the **Forms and Brochure** page.

- ✓ *Photo Release Form* – Be sure to use this form when taking pictures at chapter events so that the photos may be used for publicity and other purposes, especially for RIF activities.
- ✓ *Sample Press Release* – Use this template to communicate your event to local newspapers and/or the university's newspaper.

[ACE Program page](#)

An overview of the Achieving Chapter Excellence (ACE) Awards Program provides the objectives of the program, an *Application*, the list of Past Winners, and highlights of the Ace of the ACE.

General Resources

On the [Forms and Brochures](#) page:

One of the keys to successful chapter programs and meetings is good communication with chapter members. The *Chapter Newsletter Template* is a professional-looking tool to do just that. The *Chapter Newsletter Template* can be found on both the [Forms and Brochures](#) page and in the [Chapter Resources](#) section under **Retention and Chapter Communication Tools**.

The first two pages are left blank so they can be completed with chapter news. The last two pages are provided by Headquarters and include Society-wide news. The Society section is updated four times each year. Any section of the newsletter template can be changed to meet your chapter's needs. Remember to provide plenty of advance notice for upcoming events.

Also in this section is the *Chapter Bylaws Template*, which makes updating your chapter's bylaws easy.

On the [Chapter Resources](#) page:

The *KDP logo* is available for chapter use on printed materials or on your Web site. The logo can be found under **Chapter Web Site Resources and Graphics** in the **Chapter Graphic Library**.

In the **About KDP** section:

- ✓ *Staff Directory* – Find out who at Headquarters can answer your questions. The Directory contains names and contact information of HQ staff by department.
- ✓ *Photo Gallery* – View pictures of chapter and Society events

The *So to Teach* Membership Booklet that is ordered from your Chapter Resource Consultant and distributed only at the initiation ceremony is not available online. A detailed list of member benefits is available on the site under **Orientation and Member Education Resources** of the **Chapter Resources** section. Click on the [Member Benefits](#) page to access this information.

For Your Members

The KDP Web site offers member services that complement the chapter membership experience and serve as resources. To ensure members continue to receive their publications and other services, it is very important that their contact information be kept current and accurate.

In the [Membership](#) area:

- ✓ *Address Change Form* – allows members to change any part of their contact information or submit a name change for their records at Headquarters.
- ✓ *Member Survey* – It is important for Headquarters to stay connected to members. This survey allows members to provide HQ with valued feedback on KDP benefits, services, and suggestions.
- ✓ *The Kadelpian* – The current issue of this Society e-newsletter is located on the right side of the Membership home page.
- ✓ *Career Assistance* – Finding the perfect job is made easy with samples of cover letters and résumés, tips on interviewing and portfolios, and links to job opening sites.
- ✓ *Benefits* – A complete list of member benefits and access to discounts on merchandise and commercial services is available on this page.

Additional areas of the site:

- ✓ *Teacher Resources* – This area provides links to various sites dealing with hot topics in education, and includes a brief summary and ranking for each site. There also are links and other professional development resources by specialty.
- ✓ *Life Cycle Model of the Career Teacher* – allows members to identify resources according to their career phase. There also is a Forum, or discussion thread, for each phase that allows members to network and share ideas with other educators. The [Life Cycle](#) area can be accessed from the left side of the home page.
- ✓ *Conferences* – This section provides a comprehensive listing of all upcoming conferences and programs, such as Cluster Meetings, Leadership Forums, *I Teach* Regional Conferences, and Convocation.
- ✓ *KDP Store* – Members can shop for KDP publications and merchandise, such as portfolios, clothing, jewelry, and accessories.

Counselor's Corner

This section of the Chapter Services area provides counselors with resources to facilitate their leadership role in the chapter. Once the Web site has been integrated with the database, this section, which will be password-protected, will provide counselors with access to their members' information online. There also will be a discussion thread for counselors.

The [Counselor's Corner](#) includes:

- ✓ *Counselor Guidebook* – a comprehensive handbook of the duties and responsibilities of the KDP Chapter Counselor.
- ✓ *The Counselor Change Form* – provides Headquarters with the name and contact information for the new chapter counselor.
- ✓ *Chapter Services Online User's Guide* – The online version of this document. It will be updated as new services and resources are developed.
- ✓ *Counselor Academy* – A complete listing of upcoming Counselor Academy dates and locations is available on the right side of the page.
- ✓ *The Leader* – The current month's issue of this electronic newsletter to counselors and officers is available for easy reference.