



Foundation Representative's Guidebook



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Support from Society Headquarters

A regional Chapter Resource Consultant is ready to assist your chapter with ongoing development, resources, and needs. For more information, contact your consultant at Headquarters by calling (800)284-3167, or access Chapter Services Online at www.kdp.org.

Section 1: Responsibilities

Responsibilities of the Foundation Representative

Congratulations on your newly elected position as the Foundation Representative of the local Kappa Delta Pi chapter. Your role involves gathering financial support for programming and encouraging members to contribute to the Kappa Delta Pi Educational Foundation, especially during the Educational Foundation Annual Campaign.

Kappa Delta Pi Society Bylaws describe the following responsibilities of the Foundation Representative:

- Serve as the primary local chapter contact for the Kappa Delta Pi Educational Foundation's special projects; and
- Develop fund-raising activities for chapter events and initiatives.

In addition, the Foundation Representative also must:

- Plan, design, and implement chapter fund-raising activities that support the Educational Foundation;
- Develop a plan to have individual members donate to the Educational Foundation;
- Report amounts raised to the Director of the Educational Foundation biannually (December 1 and April 1) for recognition at Convocation;
- Become the liaison between the local chapter and the Educational Foundation Board;
- Promote Kappa Delta Pi International Scholarships in the local chapter;
- Educate members about the purpose and ideals of the Educational Foundation; and
- Serve as the Student Government Association representative for Kappa Delta Pi, if necessary. *Certain campuses' SGAs support the local endeavors of Kappa Delta Pi financially.*

Mission of the Kappa Delta Pi Educational Foundation

The Kappa Delta Pi Educational Foundation's purpose is to support the shared mission of the Society through fund-raising, scholarships, and programs.

Kappa Delta Pi Educational Foundation

Established in 1980, the Kappa Delta Pi Educational Foundation, Inc., supports the mission, programs, and activities of Kappa Delta Pi by providing financial resources to support scholarships and special Kappa Delta Pi programs. The Kappa Delta Pi Educational Foundation is a separate, yet connected entity to Kappa Delta Pi. Its goals are to:

- Increase the endowment (the Kappa Delta Pi Educational Foundation fund that rewards KDP scholarships and grants);
- Increase the number and size of scholarship awards currently in place

- (see Appendix I for a listing);
- Create and fund new scholarships in addition to those currently available;
 - Expand the activities of the Educational Foundation by:
 - Identifying and funding educational research;
 - Identifying and funding innovative educational models of teaching and learning; and
 - Commissioning, funding, and publishing creative educational publications.
 - Support the shared mission of the Society.

The Educational Foundation provides financial support in the form of awards, scholarships, and teacher grants; and promotes and increases professional development opportunities, national programs, and Society conferences for members of Kappa Delta Pi.

Responsibilities of the Standing Committees

The President, Membership Chair, and Vice President coordinate the following Standing Committees, respectively:

Executive Committee

The Executive Committee is composed of the elected officers—Counselor, President, Vice President, Membership Chair, Treasurer, Secretary, Historian, and Foundation Representative.

- Set goals for the chapter;
- Prepare calendar for the year;
- Vote on major issues of the chapter, including bylaws, budget, and local scholarship amount(s); and
- Oversee all chapter operations.

Membership Committee

- Generate list of potential members;
- Prepare and implement orientation program;
- Coordinate initiation ceremony;
- Work with Secretary and Treasurer to complete initiate list information; and
- Conduct Member Interest Survey that is included with the *Membership Chair's Guidebook* or at www.kdp.org in the Chapter Services section.

Program Committee

- Compile data from the Member Interest Survey conducted by the Membership Committee to plan annual calendar of programs;
- Coordinate fund-raisers, job-search preparation programs, service projects, speakers, and other creative ideas to provide new opportunities and experiences for chapter membership;
- Coordinate programs to recognize member accomplishments; and
- Monitor progress; follow up with subcommittee chairs periodically.

Overview of Officer Responsibilities

The following officers are members of the chapter's Executive Committee. This suggested list of officer duties may need to be adapted to fit the chapter's structure.

President

- Preside over all general membership and Executive Committee meetings;
- Organize officer elections and officer transition;
- Complete Annual Report after Treasurer has completed the financial section;
- Appoint committee members when necessary;
- Monitor performance of committees;
- Guide the Executive Committee in setting chapter goals and preparing the chapter calendar;
- Recognize membership accomplishments;
- Be familiar with governing principles of Kappa Delta Pi;
- Participate in chapter programs and activities; and
- Submit reports as required.

Vice President

- Preside in absence of the President;
- Chair the Program Committee and conduct programs designed to maximize member retention; and
- Conduct all public relations for the chapter. Ideally, public relations should be conducted by an entire committee, with the Vice President serving as chair.

Membership Chair

- Preside over meetings of the Membership Committee;
- Manage selection of members;
- Host recruitment efforts; and
- Create and implement ongoing methods for retaining membership.

Treasurer

- Receive and record all new initiate documents;
- Keep accurate records of chapter funds;
- Complete the financial section of the Annual Report;
- Access university funding;
- Coordinate the budget preparation process; and
- Assist Vice President, Program Committee, and Foundation Representative with development of fund-raisers.

Secretary

- Maintain minutes and attendance records at meetings;
- Formulate agenda, in conjunction with the President, to be used at meetings;

- Submit New Initiate Information Forms and fees within two weeks after the initiation;
- Conduct all chapter correspondence; and
- Maintain accurate records of active, inactive, and chapter membership.

Historian

- Preserve all chapter documents and historical records;
- Develop a photographic history of the chapter;
- Call Headquarters at least four weeks prior to chapter's initiation for historical information (if not already obtained); and
- Document chapter activities and forward to Society Headquarters.

Foundation Representative

- Develop fund-raising programs to motivate individuals and/or your chapter to donate to Kappa Delta Pi's Educational Foundation;
- Promote Educational Foundation scholarships; and
- Become the liaison between the chapter and the Kappa Delta Pi Educational Foundation.

Counselor

- Install the officers of the local chapter;
- Serve as a member of the chapter's Executive Committee;
- Mentor chapter officers;
- Serve on the Membership Committee;
- Assist in planning chapter activities; and
- Act as a liaison between the chapter, college faculty, and administration to keep others informed of activities and events.

Additional Committees and Chairs

Once the three standing committees are established, additional committees and subcommittees may be formed depending upon the chapter's goals, traditional activities, and annual calendar. If the local chapter has many programs scheduled throughout the year, the chapter should develop a fund-raising committee or service, social, and professional development subcommittees within the Program Committee.

The Foundation Representative may coordinate the following committees or subcommittees to promote scholarships, fund-raising, and contributions to the Educational Foundation:

- Local and national scholarships
- Fund-raising (e.g., local and national)
- Educational Foundation (e.g., updates, ongoing education of members, marketing the Foundation, local support)

Section 2: Scholarship Program

Appendix I of this guidebook lists Kappa Delta Pi's International Scholarships, which are available to active members.

The first step to promoting International Scholarships is to have an understanding of each of the scholarships and the application process. More than \$100,000 in scholarship monies are available to active members. Applications are available on the Kappa Delta Pi Web site at www.kdp.org. Scholarship applicants are judged on the basis of their applications by the Scholarship Committee appointed by the Executive Council and the Chair of the Educational Foundation.

New applications are mailed each October to the chapter Counselor. All applications for scholarships are due in May, with the exception of fall scholarships which are due in December. Only one person per chapter can apply for an individual scholarship; therefore, if more than one member is interested in a particular scholarship, the chapter must select one application to submit.

The Educational Foundation encourages chapters to have an applicant for each scholarship. Each applicant must be an active member of Kappa Delta Pi in good standing with Headquarters and the chapter, meaning that dues were paid during the fiscal year. Scholarship monies are mailed directly to the winners.

After reviewing the requirements for each scholarship to determine the qualified applicants (see Appendix I or www.kdp.org), the next step is to determine which of the scholarships would be appropriate for the members of your local chapter. One method consists of advertising the available scholarships in member meetings and events. Other methods are as follows:

- Identify members that would be best served by the respective scholarships; ask these members to apply.
- Distribute copies of the list of scholarships during a membership meeting. (Copy Appendix I as needed.)
- Make the applications available in envelopes on the chapter's bulletin board.
- Include a link on the chapter's Web site to the scholarship applications available at www.kdp.org in the Scholarships section.
- Call (800)284-3167 to contact your Chapter Resource Consultant at Society Headquarters for more ideas on marketing the scholarships to members.

Scholarship Judging Committee

If a chapter receives more than one application for a scholarship, a review committee should determine which application should be sent to the Educational Foundation. This review committee should include the Counselor, Associate Counselor (if applicable), President, Foundation Representative, department chair,

and one or more other faculty member(s). Names on the applications should be concealed to maintain anonymity. As a committee, determine the criteria that will be used in selecting the chapter's nomination. Based on the criteria, reviewers then should rate each application. The application with the highest rating should be sent to the Educational Foundation for judging.

Section 3: Teacher Awards and Grants

A number of awards and grants are available to active members through Kappa Delta Pi. These are listed in Appendix IV of this guidebook.

Kappa Delta Pi awards 75 grants annually in the amount of up to \$100 each* to practicing teachers around the country to fund innovative and unique programs/projects in the classroom. Teachers must submit proposals outlining why the funds are needed and how they will be used. Once teachers have received grants, they must follow up with photos showing student involvement and a recap of their program.

For a copy of the Teacher Classroom Grant application form, see Appendix V. The deadline for applying is December 1, and awards are announced and distributed by January 1. Members interested in applying for a grant should complete the application form and mail it with a letter of support from an administrator to KDP Headquarters.

** Amounts are subject to change according to the decision of the Educational Foundation.*

Section 4: Design a Fund-Raising Campaign

Each year, the Educational Foundation challenges each chapter to meet a specific fund-raising goal. The Foundation Representative will receive communication from the Chapter's Resource Consultant and/or the Director of the Educational Foundation regarding the annual challenge. For more information, you may contact either individual at Kappa Delta Pi Headquarters, (800)284-3167. This challenge amount is in addition to the chapter's financial support of the chapter's local budget, scholarships, and activities. Two models for local fund-raising campaigns are suggested for chapters to support this goal.

In the first model, the chapter holds a fund-raiser and donates the proceeds to the Educational Foundation in the name of the chapter. The chapter may request that such donations be designated for a chapter scholarship through the Educational Foundation. Review Appendix II for a breakdown of chapter donation levels for each available scholarship. Ideas for fund-raisers may be found at www.kdp.org in the Chapter Services section under Chapter Activities and from your Chapter Resource Consultant at Society Headquarters, (800)284-3167.

In the second model, the chapter conducts a fund-raising campaign to solicit donations to the Educational Foundation from individual members, often chapters' collegiate and alumni members (see Appendix III for a list of donor levels used by the Educational Foundation). Phone-a-thons and letter writing are two examples of how this campaign might be modeled. Asking for specific amounts (\$10, \$25, \$50, \$75, or \$100) during a telephone conversation or in a letter has achieved great results. Be sure to state that donations to the Educational Foundation are tax-deductible.



APPENDIX I: Scholarship Information

K a p p a D e l t a P i

International Scholarships

Scholarship information and applications are available on the Web site at www.kdp.org, as well as by calling KDP Headquarters at (800)284-3167. The KDP Educational Foundation awards 46 scholarships each year. These include:

Undergraduate*

- 10 President's scholarships for undergraduate students of \$500 each.
- 4 J. Jay Hostetler scholarships for student teachers of \$500 each (2 in the spring, 2 in the fall).
- 2 Vincent McGrath scholarships for undergraduate students in Elementary Education of \$500–\$1,000 each.
- 3 Nicholas H. Noyes, Jr. scholarships of \$500 each to undergraduate applicants from the University of Indianapolis, Butler University, and Indiana University/Purdue University at Indianapolis. One student from each school is eligible to receive this scholarship.
- 2 Sandra Jo Hornick Scholarships for undergraduate students in Elementary Education of \$500 each.
- 1 Sandra Jo Hornick Scholarship of \$1,000 for an undergraduate student at Kent State University only.

Graduate*

- 4 Harold D. Drummond scholarships for undergraduate and graduate students in Elementary Education of \$500–\$1,000 each.
- 5 Counselor's scholarships for graduate students of \$1,000 each.
- 4 Louisa Anne Oriente scholarships for graduate students in Curriculum and Teaching of \$500–\$1,000 each.

Laureate/Doctoral (one each)*

- Hollis L. Caswell Laureate Doctoral Scholarship in Curriculum and Instruction of \$4,000.
- Paul R. Hanna Laureate Doctoral Scholarship in Childhood Education of \$1,500.
- Henry H. Hill Laureate Doctoral Scholarship in Ed Administration of \$1,500.
- Ralph W. Tyler Laureate Doctoral Scholarship in Ed Evaluation and Technology of \$1,000.
- Gerald H. Read Laureate Doctoral Scholarship in International and Comparative Ed of \$2,000.
- O. L. Davis, Jr. Laureate Doctoral Scholarship in Curriculum and Instruction of \$1,500.
- Deborah Partridge Wolfe Laureate Doctoral Scholarship in Multicultural Ed of \$1,500.
- C. Glen Hass Laureate Doctoral Scholarship in Instructional Leadership of \$1,000 presented only to students from the University of Florida.
- Marcella L. Kysilka Doctoral Student Scholarship in Curriculum Studies or Educational Psychology of \$2,000.

In addition to the scholarships that are awarded, the Educational Foundation also selects a Distinguished Dissertation award worth \$1,000 and a National Student Teacher/Intern of the Year award worth \$600 is presented each year.

The application deadline is listed within each application. All applications must be postmarked on or before the stated deadline.

** Amounts are subject to change according to the decision of the Educational Foundation.*

APPENDIX II: Table of Chapter Donation Levels

Chapters that donate to the Kappa Delta Pi Educational Foundation are able to direct their donations to establish a chapter grant. Once the full gift amount is endowed with the Educational Foundation, a monetary grant will be available for your chapter to award to a member, every single year, in perpetuity. The grant can be used for higher education classes or professional development purposes. Your chapter sets the specific requirements, chooses the recipient(s), and awards the funds.

The Educational Foundation recognizes chapter grants at the following levels. All monies can be given in cash or pledges over the course of several years.

Contribute . . .	To establish an annual grant* of . . .
\$ 2,500	\$ 125
\$ 5,000	\$ 250
\$ 6,500	\$ 350
\$10,000	\$ 500
\$12,500	\$ 625
\$25,000	\$1,250

Benefits to Your Chapter

- A one-time gift to the Kappa Delta Pi Educational Foundation will provide a grant every year to a Kappa Delta Pi member from your own chapter, indefinitely!
- The grant can recognize student achievement and service to the chapter.
- Within your own chapter, you can foster professional growth and leadership.
- Your chapter chooses the greatest need for the grant.
- By adding to the principal of the gift, your chapter can increase the grant amount.

** Amounts are subject to change according to the decision of the Educational Foundation.*

APPENDIX III: Table of Individual Donor Levels

Donors believe in the mission and goals of KDP and the future and importance of teachers. Furthermore, donors to the Kappa Delta Pi Educational Foundation enhance the educational experience of all Kadelpians. The Educational Foundation recognizes donors through the following giving club levels. All gift amounts help and any gift level is welcome, even if it isn't represented.

\$50

Friends

- Satisfaction of supporting KDP
- Tax deductible
- Silver window decal

\$100

Supporters

- Benefits of the Friends level plus,
- Listing in the Society's Annual Report
 - Listing in the *Kappa Delta Pi Record*

\$150

Partners

- Benefits of the Supporters level plus,
- Invitation to a donor appreciation event at Convocation

\$250

Leaders

- Benefits of the Partners level plus,
- Donor certificate
 - Free KDP book*

\$500

Patrons

- Benefits of the Leaders level plus,
- Foundation donor pin
 - Complimentary one-year membership to KDP for one individual**

\$1,000

Counselor's Circle

- Benefits of the Patrons level plus,
- Donor wall listing

\$2,500

Jane Addams Circle

- Benefits of the Counselor's Circle plus,
- Complimentary life membership to KDP for one individual or one complimentary brick at Headquarters**

\$5,000

George Washington Carver Circle

- Benefits of the Jane Addams Circle plus,
- Lunch with the Executive Director of KDP

\$10,000

Margaret Mead Circle

Benefits of the George Washington Carver Circle plus,

- Dinner with the Executive Director of KDP

\$25,000 and above **William Chandler Bagley Circle**

Benefits of the Margaret Mead Circle plus,

- Scholarship named by you (up to three names of your choice) that will support indefinitely an annual scholarship for a deserving student

*Choice of selected KDP books

**Complimentary memberships apply to those who meet KDP standards.

APPENDIX IV: Awards and Grant Programs

KDP Members

NAME OF AWARD OR GRANT	APPLICANT	AWARD/GRANT AMOUNT	BRIEF DESCRIPTION
Distinguished Dissertation Award	KDP Member with Advisor's Recommendation.	\$1,000 Plus Plaque	Top Dissertation. Recognition at Biennial Convocation.
National Student Teacher/Intern of the Year	Any KDP Member Student Teacher.	\$600 Plus Plaque	Submission to KDP/ATE Screening Committee. Top student teachers.
Young Researcher of the Year (AERA)	KDP Member with Nomination by Division K (AERA).	Plaque	Recognize emerging researcher in AERA.
Teacher Classroom Grant	KDP Members Who Are Practicing Teachers.	\$100 Award	Fund classroom project not otherwise funded by school.

KDP Chapters

Achieving Chapter Excellence (ACE)	Any KDP Chapter.	Trophy and Certificate, Recognition at Convocation	Recognize the most outstanding chapters.
<i>Celebration of Teaching</i> (COT) Awards and Grants	Any KDP Chapter.	Variable Matching Grants	Recognize chapters participating in <i>Celebration of Teaching</i> program. Matching grants available to chapters who apply and qualify.
<i>Reading Is Fun</i> (RIF) Awards and Grants	Any KDP Chapter.	Variable Grants	Recognize chapters participating in <i>Reading Is Fun</i> program. Grants available to chapters who apply and qualify.

APPENDIX V: Teacher Classroom Grant Application

Amount:	75 grants, each in the amount of \$100 maximum.
Purpose:	To fund innovative and unique programs/projects in classrooms across the country.
Prerequisites:	Be a full-time preschool, elementary, middle, or high school teacher and an active member of Kappa Delta Pi.
Application Process:	<ol style="list-style-type: none">1. Complete the cover page.2. Include letter of support from an administrator on school letterhead.3. Explain in no more than 250 words the program/project and supplies needed.4. Complete the attached Publications Release Form.
Review Committee:	Selected committee members of outstanding teachers that change each year.
Additional Information:	Award winners will be acknowledged in a future Kappa Delta Pi publication and on the KDP Web site. A letter will be sent on your behalf to your principal/administrator. A news release will be sent to your school district if requested.
Deadlines:	All completed applications must be received by December 1. Awards will be announced and distributed by January 1.

Teacher Classroom Grant Policies

1. Applicants must be active members of Kappa Delta Pi.
2. Kappa Delta Pi does not accept grant requests for personnel salaries, including stipends.
3. Grants are judged on a competitive basis and may not be funded in full.
4. All grants awarded are one-time grants and should not be construed as establishing a precedent for further support.
5. Any funds provided for a designated program/project that are not used in full must be returned to Kappa Delta Pi, unless written approval has been granted by Kappa Delta Pi.
6. Grant recipients will be invited to provide a display of their program/project at future Kappa Delta Pi events.
7. Each grant recipient will be required to write a short description of the classroom/school project and include pictures. Documentation must be received by June 1.
8. Programs/projects that are in conflict with Kappa Delta Pi's mission and purpose will not be considered.
9. Due to the limited amount of funds available for grants, only one grant per school building (not district) will be awarded.

**Kappa Delta Pi,
3707 Woodview Trace, Indianapolis, Indiana 46268, (800)284-3167**

Application Cover Sheet

(Please type or print clearly)

Member Information

Name _____

Address _____

Phone number _____ **E-mail address** _____

Membership number _____ **(must be an active member to apply)**

Teaching Information

Name of school where currently teaching _____

Address _____

Grade teaching _____ **Years in the profession** _____

Principal's name _____

Please attach a one-page description of the program/project, supplies needed, and a letter of support. Included in the description should be a brief overview of the goals and/or classroom objectives that this grant, if awarded, would accomplish.

Kappa Delta Pi Publications Release



If awarded a Teacher Classroom Grant, I hereby give to Kappa Delta Pi the right to use and publish photographs associated with the grant. I understand that this photograph may be used in print materials and on a Web site promoting the Kappa Delta Pi Teacher Classroom Grant program.

Name (print) _____

Signature _____

Date _____

Phone _____

Address _____

3707 Woodview Trace
Indianapolis, Indiana 46268-1158
(800)284-3167
www.kdp.org