

# 'THE FAST TRACK TO RECEIVING A DISTINGUISHED CHAPTER AWARD



*This packet serves as an information tool that will allow Chapter Presidents and Advisors to become more familiar with Appendix III and the requirements of receiving a Distinguished Chapter Award. By following the guidelines in this document, there is no reason why your chapter should not be awarded the DCA year after year.*

*The Appendix III for will be submitted with your chapter report can be found at <http://www.gammabetaphi.org/pdf/APPENDIX-III.pdf>.*

## **GENERAL INFORMATION**

- Always have updated Leadership List on file at the National Headquarters!!!  
(This is the only way that the National HQ has to contact you.)
- Always be sure that any invoices from National Headquarters are paid on time and have not gone past 30 day due.  
(h.)

## **BEFORE SCHOOL / FIRST WEEK OF SCHOOL**

- Have an Executive Meeting to discuss the following:
  1. Current Edition of the Manual. (i.)
    - Have a copy of the manual on hand to review as well as inform Executive Board members that it is online.
  2. Talk about induction.
    - Set date for induction as well as review Before Induction information. (c.)
  3. Setting the deadline for dues. (n.)
    - Since simplicity is key and wanted, consider setting and charging annual dues instead of yearly dues in order to ease troubles of the Treasurer.
  4. Talk about State/Regional Convention dates/attendance.
    - Plan for expenses before the first meeting to ensure that a student and an advisor will be present. (j.)
  5. Talk about National Convention dates/attendance.
    - Plan for expenses before the first meeting to ensure that a student and an advisor will be present. (k.)
  6. Set meeting dates (executive/general) for the entire year.
    - Plan to have one meeting a month (more if desired) but at least six total. (e.)
    - Plan to have eight executive meetings. (l.)
    - These should be either a few days or a week before the regular chapter meetings.
  7. Assign Secretary or other chapter officer the duty of e-mailing the state officers once or twice a semester concerning the chapter events. (s.)
  8. Talk about the chapter scrapbook and the importance of the scrapbook and assign the duty to one of the officers if there is not an officer position already created. Submit it to for the state/regional competition. (x.)
    - Scrapbooks may compete not only at the state/regional level but also at the national level if it places first at state/regional.
    - Scrapbooks are good recruitment tools for prospective members and are nice to have on hand during recruitment meetings for new members.
    - Scrapbooks help the chapter show their 501c(3) status if the need arises.

## **AT EACH MEETING**

- Have Gamma Beta Phi National Website on the Agenda as well as mention that GBP items are available for purchase from the website. (q.)
- Talk about upcoming/possible service projects that the chapter can take part in.
  - Be sure that the chapter performs at least three service projects  
“fostering, disseminating, and improving education.” (b.)
  - Plan social activities to take place at the next meeting or in between meeting dates or service activities/projects. (y.)

## **BEFORE INDUCTION**

- Contact National Office at 800-628-9920 for any questions concerning induction.
- Have Advisor contact Registrar’s Office or Academic Affairs in order to receive names of those students qualified for membership.
- Some institutions have the capabilities of printing mailing addresses for students, which saves time for chapter members.

- Set deadline to have induction fees in (this date should be at least two weeks before induction and should be contained in the invitation).
- Mail invitation printed on National Headquarters \_\_\_\_\_ along with \_\_\_\_\_ and \_\_\_\_\_ to prospective members. (f.)
- Retain a copy of the names of the students who were sent address for future reference.
- Save a copy of the invitation (for Chapter Report at end of Year).
- Hold Interest Meeting/s for prospective members to answer any questions as well as to take up induction fees. (u.)
- Send list of new members to National Headquarters postmarked or faxed at least ten business days (Monday-Friday) before the induction date. (g.)
- This allows for the certificates to be printed and the induction packets to be there before your induction.  
Mailing address: 78-A Mitchell Rd, Oak Ridge, TN 37830  
Fax number: 865-483-9801

## **INDUCTION**

- Have all membership materials on hand. (v.)  
If you follow the mentioned Before Induction guidelines, then the materials will be there for your induction.
- Have numerous copies of your chapter's bylaws on hand for the new members as well as any old members who may not have a copy. (o.)

## **AFTER INDUCTION**

- Fax/mail press releases about new members to their local newspapers. (w.)
  - This could be a difficult task, but it is one that is very beneficial.
  - Consider maintaining an Excel spreadsheet that has local and reoccurring newspapers as well as their contact addresses/fax numbers in order to simplify the process.
  - Use press release from National Headquarters in order to be consistent  
(<http://www.gammabetaphi.org/manual/m-public2.htm>).

## **MONTH BEFORE GRADUATION CEREMONIES**

- Set deadline for upcoming graduates to notify chapter officer that they will be graduating. (r.)
  - After this deadline, complete diploma seal request form to order diploma seals (<http://www.gammabetaphi.org/forms/seal.pdf>). (r.)
  - Allow graduating students the opportunity to order honor cords/stoles.
  - When giving graduates their diploma seals, be sure to encourage them to view the information sheet concerning the Alumni Association that is with the diploma seal as well as join the Alumni Association. (t.)

## **NEAR END OF ACADEMIC YEAR**

- Have Advisor and Chapter President meet in order to complete the Chapter Report (<http://www.gammabetaphi.org/forms/chapter.pdf>). (a.)
  1. Be sure to have updated Leadership List Included  
(<http://www.gammabetaphi.org/forms/chapleader.pdf>). (a.)
  2. Have names of transferring members on Notification of Transferring Members form (<http://www.gammabetaphi.org/forms/transfer.pdf>). (a.)
  3. Have Treasurer complete Financial Report (<http://www.gammabetaphi.org/forms/treasurer.pdf>). (a.)
  4. Include Invitation-to-Membership (held when sent before Induction). (a.)
  5. Complete IRS Authorization Form (<http://www.gammabetaphi.org/forms/tax.pdf>). (a.)
  6. Send a copy of your chapter's bylaws to the National Office to ensure compliance. (m.)
  7. Have advisor contact Registrar's Office or Academic Affairs in order to receive a printout of the top \_\_\_\_% (or whatever you chapter retention standards are) of students. Perform a crosscheck of this list/s with your membership roster in order to check for meeting the retention standard. (p.)



