﻿(Insert date)

Dear (Building Principal/District Superintendent’s Name):

As an administrator, do you strive to provide high-quality growth opportunities to educators? Are there outstanding teachers who work in your building and are worthy of membership in a worldwide society? If yes, then Delta Kappa Gamma is worthy of your consideration.

Delta Kappa Gamma (DKG) is a professional organization whose mission is to promote the professional growth of women educators and to recognize excellence in education. Our society/organization is not a social sorority; our aim and purpose is to provide mentorship, camaraderie, teaching resources, and professional development opportunities to our membership. We welcome excellent women teachers in any stage of their career.

A DKG key woman educator is one who is:

• A potential leader

• Able to bring out the best in others

• Authentic

• Responsive to feedback

• Results oriented

• Adaptable

• A conceptual thinker

• Motivated to make a difference

(Your Chapter’s Name) of (????? County) is excited and eager to extend an invitation to deserving educators in your (building name/school district). We are, therefore, seeking your expertise and professional knowledge to assist us in this process. Based on your response, collaboration and recommendation of (five to six) outstanding female teachers who possess the aforementioned characteristics, our chapter plans to schedule a new member orientation session for potential members to attend. At the end of the session, each participant will be asked to consider membership into Delta Kappa Gamma.

Please contact (Chapter President’s Name), (Chapter’s Name) Chapter President, at (Chapter President’s phone number) or e-mail (President’s e-mail address) with names of the women educators (and if possible, contact information) who fit the above characteristics. We also welcome and will happily answer any and all questions you may have about the Delta Kappa Gamma Society International organization.

Thank you …your cooperation and time is greatly valued and very much appreciated. We look forward to hearing from you.

Warmest Regards,

(Chapter President’s Name), President

(Chapter Name) Chapter