

ALPHA EPSILON STATE

GOLDEN KEY REQUIREMENTS (2018-2020 Biennium)

Chapters receiving the Golden Key, Honors, or Honorable Mention designation have worked hard throughout the president's biennium and have a feeling of pride and accomplishment as they are honored. The certificates will be presented at the Honors Breakfast at the Alpha Epsilon State Convention in the Spring of 2021 in Plymouth, Indiana.

To receive one of the awards, all seven key points must be met. These points are as follows:

1. The chapter's standing rules must be updated and approved by the Rules Committee: hendson@embarqmail.com (Sharon Henderson, chairman)
2. Chapter yearbooks must be mailed to the state president, Educational Excellence Chairman and state chapter liaison by November 1st.
3. Form 2 Necrology report must be sent to the Membership Chairman by February 1st.
4. The chapter must have been represented at the state executive board meetings by the chapter president or her designee.
5. There must have been at least two chapter executive board meetings during the year.
6. Reports and informative handouts must have been channeled to chapter members and officers through the president.
7. An International Educational Excellence Project (Schools for Africa and/or Support for Early Career Educators) must have been used in chapter program planning. It should be evidenced in the chapter yearbook.

In addition to the 7 required key points, polish points must be earned. For Golden Key designation, all 7 polish points; for Honor, 4-6 polish points; for Honorable Mention, 0-3 polish points. These polish points are as follows:

1. The chapter must have been represented at the State Convention and State Conference with someone besides the chapter president and a state officer/committee chairman.
2. The chapter must have been represented at the International Convention or a Northeast Regional Conference by a chapter representative excluding members who receive a stipend from the state.
3. The chapter must publish at least four newsletters yearly with a copy of each issue being mailed to the editor of *The Hoosier Newsette* , the State President, and the State Communications/Publicity Committee Chairman.
4. A minimum of five chapter meetings must be held each year.
5. The chapter must hold an orientation session for chapter initiates prior to the initiation ceremony.
6. To ensure strong, properly trained officers to continue the work of DKG, the chapter must have representation at five (5) of the six (6) sessions offered at the June Committee Chairmen/Officer Training Session (CCOT) held at the **end** of the 2018-2020 biennium for which the Golden Key application is being made. **The last task of the outgoing president is to see that the incoming officers are attending.**
7. The chapter must have a service project which furthers at least one of the Purposes of the Society.

An application must be completed as the president's biennium is ending and submitted to the State Membership Chairman with a postmark no later than June 30, 2020 in order for the chapter to be considered for a certificate.