



Alpha Delta Kappa Membership Development Manual

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Overview

Membership is the responsibility of each member at the chapter, state/provincial/national, regional and International level. Membership is one of the four goals in the Alpha Delta Kappa (AΔK) Strategic Plan. This manual provides information on the four key elements of membership development . . . recruitment, retention, reinstatement and revitalization.

For chapters to remain viable, they must retain their current members and regularly initiate new members. Headquarters monitors two chapter-profile criteria to determine the long-term viability of chapters – the total chapter membership and the number of members in the chapter who are actively engaged in education. For a chapter to be considered capable of sustaining itself and developing as a chapter, it is important that the chapter:

- Maintain a minimum of 12 members
- Strive to have members engaged/employed in education; therefore, being in contact with other educators from which they may recruit new members.

Chapters must nurture their members, identify the changing needs of their current and prospective members, and find innovative ways to address these needs. Members who are welcomed, informed, advised, involved, recognized, and who feel the organization is benefitting the teaching profession will renew their membership year after year. Chapters should focus on recruitment, retention and reinstatement.

States/Provinces/Nations (S/P/Ns) promote membership growth as they train, monitor and advise chapter membership chairs. They also work with state leaders and sisters to create new chapters and collegiate clubs. S/P/Ns support chapters with all aspects of membership and focus on helping to revitalize struggling chapters

Regions support S/P/Ns in all aspects of membership as they lead and guide S/P/N Vice Presidents for Membership/Membership Consultants. The Regional Presidents-Elect and Vice Presidents for Membership will have the opportunity to collaborate on IMC.

The International Membership Committee (IMC) connects the regions with the International Executive Board through the IVP. IMC supports membership at all levels, writes membership sessions for S/P/N conventions, and plans and leads the membership sessions at regional conferences and international conventions.

Membership Acronyms

Other acronyms are found on the AΔK website

General

AΔK (not ADK)	Alpha Delta Kappa
AΔKCC	Alpha Delta Kappa Collegiate Club
IEB	International Executive Board
IMC	International Membership Committee.
IVPM	International Vice President for Membership
MC	Membership Consultant
MDM	Membership Development Manual
3 Ps	President, President-Elect and Immediate Past President
4 Ps	3Ps plus the Vice President for Membership
4 Rs	Recruit, Retain, Reinstate, Revitalize

Chapter (C)

CP	Chapter President
CPE	Chapter President-Elect
IPCP	Immediate Past Chapter President
CMC	Chapter Membership Chair
CNA	Chapter Needs Assessment
DPA	Distinguished Program Award
MNA	Membership Needs Assessment

State/Province/Nation (S/P/N)

S/P/N P	S/P/N President
S/P/N PE	S/P/N President-Elect
IPSP	Immediate Past S/P/N President
S/P/N VPM/MC	S/P/N Vice President for Membership/Membership Consultant

Region (R)

RP	Regional President
RPE	Regional President-Elect
RVPM	Regional Vice President for Membership

Membership Types

Summarized from the Bylaws, Article III, Section 6

Active Member

- Attends meetings, abides by chapter rules
- Pays all financial obligations
- Maintains high moral and professional standards
- Wears AΔK badge

Active-on-Leave

- Granted for one year
- Granted due to illness, professional study, teaching abroad, temporary move from area
- Pays all financial obligations

Honorary Member

- Awarded by chapter, state, province or nation for outstanding contributions
- May be national or international recognition
- No dues or fees are collected
- Not actively engaged in teaching profession

Life Member

- Meets all active membership obligations and responsibilities
- Pays no International dues

Limited Member

- Incapacitate and unable to fulfill responsibilities of active membership
- Exempt from financial obligations
- May elect to pay for AΔK KAPPAN
- Must not have an outstanding dues balance at time of designation

Service Member

- Member of Headquarters staff for three years or more
- No dues or fees are collected
- Invited by International Executive Board

Sustaining Member

- Active member who is not affiliated with a chartered chapter
- Pays all financial obligations to S/P/N Treasurer

Membership Team Responsibilities

Chapter Team - Membership Chairman, President, President-Elect, Immediate Past President

- Chapter Membership Consultant (CMC) leads the team
- CMC job description is on the website: Members Only > Resource Library > Chapter Officers
- Assess chapter viability in spring of even years using:
 - Member Needs Assessment (MNA)
 - Chapter Self-Assessment
- Review AΔK Strategic Plan
 - Propose chapter goals with each part of the Strategic Plan
 - Share with executive board during the summer in even years; revise if needed
 - Share with the chapter at the first meeting of the year; revise if needed
 - Submit Chapter Needs Assessment (CNA) in October of even years
 - Create an action plan to accomplish CNA goals
 - Reflect on CNA goals summer/fall of first year of biennium (odd year)
 - Reflect on biennium goals prior to May even year
- Communicate membership information to chapter
- Coordinate and lead membership activities; goal is to maintain or increase membership (pearl)
- Initiate/reinstate one or more members (pearl)
- Other tasks as requested

Tools	Due	Resource
Member Needs Assessment	Spring each year	Website: Members Only > Resource Library > Chapter Officers
Chapter Self-Assessment	Spring each year	
Chapter Needs Assessment Goals: online	October 15 even year (pearl)	
Chapter Needs Assessment Reflection: online	May 15 even year (pearl)	
Distinguished Program Award: online	August 31 (optional)	

S/P/N Team - Vice President for Membership/Membership Consultant, President, President-Elect, Immediate Past President, and others as described in the S/P/N policies

- Vice President for Membership/Membership Consultant (VPM/MC) leads
- S/P/N VPM/MC job description is on the website: Members Only > Resource Library > SPN officers
- Meet regularly to do the work and reflect
- Review AΔK Strategic Plan
 - Propose S/P/N goals with each part of the Strategic Plan in spring of even years
 - Share with executive board during the spring/summer in even years; revise if needed
 - Share with the S/P/N chapters in summer/fall of even years
 - Submit S/P/N Needs Assessment in October of even years

- o Create an action plan to accomplish S/P/N goals
- o Reflect on S/P/N goals summer/fall of first year of biennium (odd year)
- o Reflect on biennium goals prior to May even year
- Train and assist chapter membership chairs
 - o Train Chapter Membership Team on the Strategic Plan and SMART goals in late spring of even years
 - o Analyze chapter CNA results and prepare a S/P/N action plan to support chapters in November of even years; discuss with RVPM
 - o Discuss goals and strategies with Chapter Membership Teams
 - o Check in on the review and revision of action plan in second year of biennium
- Keep RVPM aware of chapter concerns and successes
- Assist chapters via telephone, email, visits, etc., as needed
- Communicate using newsletters, social media, personal contacts, emails, etc.
- Publicize State/Provincial/National and International membership celebrations
- Plan for new chapter development in underserved areas of the S/P/N; resources on the website: Members Only > Resource Library > SPN Officers
 - o Chapter Chartering Ceremonies
 - o New Chapter Request
- Plan for new Alpha Delta Kappa Collegiate Clubs; resources on the website: About > Alpha Delta Kappa Collegiate Club
- Other tasks as requested

Tools	Due	Resource
S/P/N Needs Assessment Goals: online	October 15 even year (pearl)	Website: Members Only > Resource Library > SPN Officers
S/P/N Needs Assessment Reflection: online	May 15 even year (pearl)	
S/P/N VPM/MC Report	January 31	

Regional Team - Regional President, Regional President-Elect, Regional Vice President for Membership

- RVPM leads
- RVPM job description is on the website: Members Only > Resource Library > Region Officers
- Meet regularly to do the work and reflect
- Mentor S/P/N Vice Presidents for Membership/Membership Consultants (VPM/MC)
 - Train S/P/N Membership Team on the Strategic Plan and SMART Goals in spring of even years
 - Analyze S/P/N goals and prepare an action plan for IMC meeting in November of odd years
 - Guide S/P/N Membership Teams to review and adjust action plan in second year of biennium
- Provide resources and feedback as indicated by CNA analysis
- Analyze regional membership report

- Provide training for new initiatives as needed
- Prepare presentation for Strategic Conversation at S/P/N conventions
- Conduct membership seminar and learning sessions at regional conferences and international convention
- Communicate using newsletters, websites, social media, personal contacts, emails, etc.

International Team - International Executive Board, Membership Committee and Headquarters Staff Member

- International Vice President for Membership leads
- IVPM job description is on the website: Members Only > Resource Library > International Officers
- International Membership Committee guidelines are on the website: Members Only > Resource Library > Guiding Documents
- Meet monthly to do the work of membership and reflect
- IVPM mentors RVPMS
- Analyze S/P/N Needs Assessments and CNA; share with IEB
- Provide ongoing support of membership development at all levels, especially the S/P/N 4 Ps
- Create, update and analyze membership documents
- Communicate using newsletters, websites, social media, personal contacts, emails, etc.

Retention

A viable chapter retains members. Strategies include:

- Recognize members
 - Create a roll call question for every member to answer
 - Spotlight a different sister at a meeting or in a newsletter
 - Celebrate personal/professional accomplishments
- Nurture relationships
 - Use icebreakers to get acquainted
 - Mix up seating at meetings
 - Create a buddy system or big sister/little sister program
 - Invite mothers to bring young children to meetings and/or provide childcare
 - Invite another chapter(s) to a meeting or event
 - Plan social events between meetings or in the summer
 - Plan a family event
- Meetings
 - Plan organized, efficient meetings; use 20/20/20 or 30/30/30 for social/business/program breakdown of meetings
 - Send agenda, minutes and officer/committee reports in advance
 - Include Thought for the Day and Fraternity Education at each meeting
 - Engage members in meetings and activities; giving a responsibility creates value
 - Vary programs: personal/professional/fraternal; fun/serious
 - Invite sisters to present programs
 - Vary meeting locations: school, home, restaurant or field trip
 - Vary meeting days and times to meet the needs of members
 - Offer hybrid meetings, if possible
- Communication
 - Communicate regularly: newsletter, phone call, birthday card, etc.
 - Reach out to absent members; call or send a Missed You email/note
- Leadership
 - Provide leadership development - committee member/committee chair/officer
 - Consider co-officers; rotate responsibilities
 - Organize rides to chapter, district, state, regional and International events
 - Budget funds to assist attendance at district, state, regional or International events
- Assess member needs and interests; revise plans
 - Change happens over time
 - Involve members in planning

Resources on the website:

- Members Only > Resource Library > All Members >
 - Ceremonies
 - Chapter Program Ideas
 - Fraternity Education
 - Promoting Alpha Delta Kappa

- Members Only > Resource Library > Chapter Officers >
 - Chapter Virtual Meetings
 - Sample Chapter Meeting Agenda
 - Virtual Program Ideas

Recruitment

Recruitment is the responsibility of every member. Strategies include:

- Promote Alpha Delta Kappa
 - Share *KAPPAN*, newsletters, chapter activities in schools and in the community
 - Sponsor AΔK Day in a school during AΔK Month or Teacher Appreciation Week; provide information about AΔK and consider providing a treat
 - Post a sign in current members classroom/office: *Proud Alpha Delta Kappa Member*
- Create an elevator speech
 - Discuss benefits and responsibilities of membership
 - Share chapter highlights - altruistic projects, world understanding activities, etc.
- Provide information - i.e. Prospective Member Pamphlet S44 (download from the website or order from Headquarters), chapter brochure, or share AΔK website
- Plan a meeting or event to invite several prospective members - informational meeting/tea, wine & cheese, altruistic event, etc.
 - Include information from above
 - Emphasize benefits and responsibilities of becoming a member
 - Friendships outside school with peers
 - Networking and collaboration opportunities
 - Informative program each month
 - Professional, leadership and personal development learning options
 - Altruistic and world understanding activities that make a difference for others
 - Scholarship possibilities
 - Active attendance and participation
 - Financial commitment
- Identify prospective members
 - Award or grant winners, scholarship recipients, National Board Certified teachers, etc.
 - Non-public, two-year and four-year colleges, technical schools, private schools, charter schools and preschools
 - Schools psychologists, nurses, pupil personnel workers, etc.
 - Consider schools without Alpha Delta Kappa members
 - Invite more than one prospective member from the same school, if possible
 - Reconsider prospective members who were unable to join before; situations change
 - Invite former members
- Anticipate obstacles and be prepared to respond with opportunities offered by membership

- Invite prospective members to 2-3 meetings/events; emphasize benefits and responsibilities of becoming a member

Roles and Responsibilities of a Sponsor

- Continue introduction to Alpha Delta Kappa and the chapter
- Provide copy of the chapter yearbook
- Involve new member in conversations and chapter activities
- Support new member professionally
- Mentor regularly
- Offer transportation to special events within or outside the chapter

Resources on the website:

- Membership > New Member Join
- Members Only > Resource Library > All Members >
 - Alpha Delta Kappa Fact Sheet
 - H-124: Honorary Membership Application
 - New Member Registration Directions
 - Prospective Member Pamphlet S44
 - Promoting Alpha Delta Kappa (ideas)

Reinstatement

Invite former members to rejoin the chapter. Strategies include:

- Recruit
 - Reach out to former members whose lifestyle has changed, i.e. children are grown, no longer caring for a parent, job change, retirement, etc.
 - Reach out to former members whose chapter has disbanded
 - Search for former members with whom the chapter has lost contact
- Communicate
 - Stay in touch with former members through newsletters, email, text, or personal contact
 - Share the latest *KAPPAN* or International news
- Invite
 - Invite former members to attend special meetings, anniversary celebrations or Founders' Day events
 - Invite former members to a chapter meeting or event
 - Encourage former members to bring a colleague or friend in education

Resources on the website:

- Membership > Reinstatement Membership
- Members Only > Resource Library >
 - Directory - List of present and former members
 - All Members >
 - Reinstated Member Registration Directions
 - Prospective Member Pamphlet S44

Revitalization

Revitalize is to give new life, make stronger or preserve the chapter. When a chapter has not initiated a new member in years, has all retired members or has fewer than the recommended 12 members, revitalization should begin. Strategies include:

- Assess the situation
- Ask for help
 - Within the chapter; who will lead?
 - Nearby chapter
 - S/P/N Vice President for Membership/Membership Consultant
 - S/P/N Executive Board
- Reorganize
 - Consider co-officers and committee co-chairs
 - Reassess meeting date, time and location
 - Review agendas - keep short -use 20/20/20 or 30/30/30 for social/business/program breakdown of meetings
 - Rethink programs - informative, upbeat and fun
 - Explore optional organization possibilities
 - Chapter Organization Alternative Program - meet needs of retired members
 - Fidelis Partnership Program Guidelines - between regular and Fidelis chapters
 - Merging Chapter Guidelines
- Retention - see above
- Recruit - see above
- Reinstate - see above
- Review and Revise
- Repeat

Resources on the website:

- Members Only > Resource Library > All Members >
 - Prospective Member Pamphlet S44
 - Ceremonies
 - Chapter Program Ideas
 - Fraternity Education
 - Promoting Alpha Delta Kappa
- Members Only > Resource Library > Chapter Officers >
 - Chapter Virtual Meetings
 - Chapter Organization Alternative Program
 - Fidelis Partnership Program Guidelines
 - Merging Chapter Guidelines
 - Sample Chapter Meeting Agenda
 - Virtual Program Ideas

Growth: New Chapters, AΔK Collegiate Clubs, and Elevator Speeches

The future of Alpha Delta Kappa belongs to each member. As a professional organization, our mission is to: *Empower women educators to advance inclusion, educational excellence, altruism and world understanding.* Historically, educators are so busy making a difference, they do not share their accomplishments with others. Now is the time for AΔK sisters to share their pride in our organization. Without retention, recruitment, reinstatement, revitalization - and growth - we cannot move AΔK forward.

A strength of our organization is all members working together to make a difference in their schools and communities. Another way we can pull together is to work to grow our future. Each member needs to help preserve and grow membership. This is accomplished by stabilizing chapter membership and inviting new members. Current and future educators will keep this organization vital in the lives of women educators. To do this we have to establish new chapters in underserved areas and install new collegiate clubs. An AΔKCC (Alpha Delta Kappa Collegiate Club) is a college or university sanctioned club.

For information on:

- Collegiate Clubs, go to website: About > Alpha Delta Kappa Collegiate Club
- New Chapters, go to website: Members Only > Resource Library > SPN Officers

What can an individual member do to grow membership?

- Wear AΔK items, your badge or another AΔK pin to school and other non-AΔK functions
- Share your story of AΔK activities, altruism and service projects
- Invite an outstanding educator to your chapter meeting or a special event
- Volunteer in the name of AΔK

When you are asked about Alpha Delta Kappa, do you have an elevator speech ready? Keep it short, informative and upbeat. Write your speech out and practice it. A written and rehearsed speech will be more effective

Below is a sample elevator speech for AΔK:

Alpha Delta Kappa is an honorary professional organization of women educators that was established over 75-years ago. Our vision is to live in a world that values diversity, all people and quality education. At our meetings, conferences and conventions, we offer a wide variety of personal and professional development sessions. Through altruism and world understanding we have made a difference in the lives of thousands of people. I am proud to be a member.

Now, it is your turn to write one!

Membership Service Award

The Membership Service Award recognizes Alpha Delta Kappa members who have demonstrated outstanding dedication to membership development.

- Awarded first at the 1994 Regional Conferences
- Members are recognized annually for this award

International Convention

One member nominated by each State/Provincial/National executive board in recognition of past or current success in membership development. Examples of qualifications:

- Is actively involved in her chapter
- Recruits new members
- Serves as chapter membership chair
- Sponsors and mentors new member
- Serves in leadership positions
- Participates beyond the chapter level
- Serves as district officer in membership role
- Serves on S/P/N Membership Committee
- Sponsors a new chapter
- Mentors a new chapter
- Supports the chartering of a Collegiate Club
- Supports the Collegiate Club going forward

Regional Conferences

State/Provincial/National Vice Presidents for Membership/Membership Consultants are awarded the Membership Service Award Pin at the end of their term during the regional conferences. Previous recipients of this award will receive a Certificate of Recognition.

IMC Recognition

Each member of the International Membership Committee will receive an IMC Membership recognition pin at the beginning of her biennium. This pin is available for purchase by previous members of IMC.

Sample Letter to Prospective Member Who Expressed Interest on AΔK Website

ALPHA DELTA KAPPA

An Honorary Organization for Outstanding Women Educators

Date _____

Dear _____,

Thank you for expressing interest in Alpha Delta Kappa (AΔK) membership. As you have already discovered, AΔK builds educational excellence, altruism and world understanding through connections. Since 1947, over 125,000 women educators around the world have discovered the many opportunities available. With members in all fifty states, Puerto Rico, Australia, Canada, Jamaica and Mexico, AΔK is united to fulfill its vision: *A world that values diversity, all people and quality education.*

Networking opportunities are available in person and on an interactive virtual forum. There are local, district, state, regional and international meetings, conferences and conventions that provide excellent speakers, professional, leadership and personal development sessions, and time to collaborate.

Altruism and scholarships are an integral part of AΔK. In the past two years alone, members have given nearly 15 million dollars in monetary and other gifts, over 2 million dollars in scholarships and provided more than 2 million hours of volunteer service in their communities.

Your name was forwarded to me. I am the _____ (S/P/N) Vice President for Membership/Membership Consultant. The chapter(s) closest to you is/are _____ (chapter name). With your permission, I will give your name and contact information to the chapter membership chairman. The next meeting is _____ (date, time & location). You will have the opportunity to meet the members and find out more about AΔK. Your attendance will in no way obligate you to affiliate with the chapter..

In the meantime, please reach out to me with your questions about the benefits and honor of membership in Alpha Delta Kappa. For more information, find enclosed a *Prospective Member Pamphlet*. I look forward to meeting you.

Sincerely,

_____ (S/P/N) Vice President for Membership/Membership Consultant

Email _____

Phone _____

Send via email with the pamphlet attached and/or mail hard copies.

Sample Letter to Prospective Member of a New Chapter

ALPHA DELTA KAPPA

An Honorary Organization for Outstanding Women Educators

Date

Dear _____,

Alpha Delta Kappa (AΔK) builds educational excellence, altruism and world understanding through connections. Since 1947, over 125,000 women educators around the world have discovered the many opportunities available. With members in all fifty states, Puerto, Australia, Canada, Jamaica and Mexico, AΔK is united to fulfill its vision: *A world that values diversity, all people and quality education.*

Networking opportunities are available in person and on an interactive virtual forum. There are local, district, state, regional and international meetings, conferences and conventions that provide excellent speakers, professional, leadership and personal development sessions, and time to collaborate.

Altruism and scholarships are an integral part of AΔK. In the past two years alone, members have given nearly 15 million dollars in monetary and other gifts, over 2 million dollars in scholarships and provided more than 2 million hours of volunteer service in their communities.

You have been recommended for membership in Alpha Delta Kappa. An organizational meeting will be held on _____ (date, time and place) for you and other outstanding professional educators. You will have the opportunity to ask questions and meet current members. Your attendance will in no way obligate you to affiliate with Alpha Delta Kappa.

Please plan to join us to learn more about the benefits and honor of membership in Alpha Delta Kappa. For more information, find enclosed a *Prospective Member Pamphlet*. For additional information, explore our website at www.alphadeltakappa.org. Feel free to contact me with your questions. I look forward to meeting you.

Sincerely,

Membership Chairman

_____ (S/P/N) _____ (chapter name) Chapter

Email

Phone

Send via email with the pamphlet attached and/or mail hard copies.

Sample Letter to Superintendent in Proposed Expansion Area

ALPHA DELTA KAPPA

Honorary Organization for Outstanding Women Educators

Date

Title and Name, Superintendent

Name of School System and Address

Dear _____,

Alpha Delta Kappa has selected _____ city/county as the location for our newest chapter. As a professional organization, we seek to recognize women who have proven to be outstanding educators.

Alpha Delta Kappa (AΔK) builds educational excellence, altruism and world understanding through connections. Since 1947, over 125,000 women educators around the world have discovered the many opportunities available. With members in all fifty states, Puerto, Australia, Canada, Jamaica and Mexico, AΔK is united to fulfill its vision: *A world that values diversity, all people and quality education.*

Networking opportunities are available in person and on an interactive virtual forum. There are local, district, state, regional and international meetings, conferences and conventions that provide excellent speakers, professional, leadership and personal development sessions, and time to collaborate.

Altruism and scholarships are an integral part of AΔK. In the past two years alone, members have given nearly 15 million dollars in monetary and other gifts, over 2 million dollars in scholarships and provided more than 2 million hours of volunteer service in their communities. The scholarships recipients include college students and non-members to advance student learning and involvement in the field of education.

We believe that you or your designee could recommend highly qualified women educators who we could invite to discuss the benefits of membership. We will contact you soon to answer any questions and obtain names of teachers and administrators you feel are deserving of this honor. For additional information, explore our website at www.alphadeltakappa.org.

Sincerely,

_____ (chapter name) Chapter _____ (office)

Email address; Phone number

Enclosure: Prospective Member Pamphlet (S44)

Sample Letter to Prospective Transfer

Date

Name

Address

City, State/Province/Nation/Zip

Dear _____,

Welcome to _____ (city.) I was excited to hear that you have moved to _____ (city.)

Our chapter meets on _____, at _____, time _____.

We would like to invite you to attend a chapter meeting.

If it is not feasible to attend a chapter in your area because of the distance, you may consider forming a new chapter in your area with our help. Until you join a chapter, you will be a sustaining member of _____ (S/P/N) Alpha Delta Kappa. The S/P/N officers will collect your dues, send newsletters and inform you of district and S/P/N meetings.

Please find enclosed our chapter yearbook. I will be in touch with you before our meeting. Please feel free to contact me if you have questions.

We look forward to meeting you soon.

Fraternally,

_____ (chapter name) Chapter President or Membership Chair

Email

Phone

Send via email with the chapter yearbook attached and/or mail hard copies.

Sample Letter to Former Member

Send in September

Date

Dear _____,

As we begin a new year in Alpha Delta Kappa, we think back to sisters who were once a vital part of our chapter. We want to let you know that we are still thinking of you.

Please find enclosed our current chapter yearbook. If at any time you feel that you can become involved in the chapter life again as an active member of Alpha Delta Kappa, please attend a meeting or chapter activity. We hope to hear from you very soon.

Fraternally,

_____ (chapter name) Chapter President or Membership Chair

Email

Phone

Send via email with the chapter yearbook attached and/or mail hard copies.

Sample Letter to New Initiate

Date _____

Dear _____,

Congratulations on your initiation into _____ Chapter of Alpha Delta Kappa. We are happy that you chose to join us in the mission of our organization. It is our duty as a chapter to inform, educate and involve you as a member of Alpha Delta Kappa. Please do not hesitate to ask questions about the history of the organization, our purposes, programs on all levels and our procedures.

Enclosed you will find our annual yearbook which will give you more information about our chapter. Active members get the most out of their membership. You are encouraged to participate in all of our chapter meetings and special events. When questions arise, please ask your sponsor or a chapter officer.

We look forward to seeing you at our next meeting _____ (date, times, location.) We are so glad that you are one of us.

Fraternally,

_____ (chapter name) Chapter President or Membership Chair

Email

Phone

Send via email with the chapter yearbook attached and/or mail hard copies.

Sample Letter to Absent Member: We Miss You

Date _____

Dear _____,

We missed you at our last chapter meeting. Below is a list of the major topics discussed at the meeting and other pertinent information.

1. _____
2. _____
3. _____
4. _____
5. _____

Please let us know if there is something preventing you from attending meetings regularly or if there is any way the chapter or sisters can help you to be present.

We hope this will keep you informed of the ongoing work of our chapter and hope that you will be able to come to our next meeting on _____ at _____.

Fraternally,

_____ (chapter name) Chapter President or Membership Chair or Member

Email _____

Phone _____

Sample Letter to Member with Continuous Absences

Date

Dear _____,

We have missed seeing you at our chapter meetings and wonder if there is some way we can be of assistance to you. Each member is a vital link in our organization and we are concerned when you are unable to attend meetings on a regular basis.

Membership in Alpha Delta Kappa affords many benefits to you as an active member. Some benefits include altruistic endeavors, friendships, helping others, personal and professional growth, recognitions, scholarship opportunities and connections with outstanding educators. Your involvement will remind you of just how special membership is in AΔK.

You are an important part of our chapter and we want you to be an active member. I would like to meet with you in person or virtually to discuss what is going on in your life, how the chapter might be able to help, or what might need to be adjusted for you to attend regularly.

Looking forward to hearing from you,

Fraternally,

_____ (chapter name) Chapter President or Membership Chair

Email

Phone

Suggestions:

- *Give the next meeting date/time/location*
- *Consider enclosing the agenda*

Sample Letter to Members of a Struggling Chapter

Date

Your address

Dear _____ (first name),

During last school year I met with the remaining members of _____ Chapter of Alpha Delta Kappa, and we made the decision to continue as a chapter with the understanding that we would find someone to take the leadership role. This new leadership would come through taking in new members and/or the reinstatement of previous members.

_____, a former member of _____ Chapter, has agreed to be the president for the next biennium. The current members as well as a number of previous members interested in reinstatement will meet for the first meeting of this year on _____ (date). The meeting will be held at the home of _____ (member and member's address). We will meet at _____ (time) and finish no later than _____ (time).

At this meeting we will get organized with officers and assess the needs of the members. We will begin seeking names for prospective members and establish a plan for the year. When thinking of prospective members, remember that membership in Alpha Delta Kappa is an honor and is reserved for the highest quality women educators. I am enclosing a list of current members as well as a list of former members who are being given the opportunity to reinstate.

Please do not hesitate to call or text me at _____ (home number), _____ (cell number), or _____ (work number) if I can answer any questions or be of assistance. I am looking forward to seeing you on _____ (date).

Fraternally,

_____ (chapter name) Chapter Member or _____ (S/P/N) Vice President for Membership or Membership Consultant

Email

Phone

NOTE: With letter, send a listing of current chapter members and former members invited to attend the meeting.

Sample Letter to Former Member of a Struggling Chapter

Date

Your Address

Dear _____ (first name),

As a former member of _____ Chapter of Alpha Delta Kappa, I would like to invite you to be a part of the revitalization efforts for that chapter. I have met with the remaining members of the chapter on several occasions, and the decision was made to not only continue as a chapter, but also to invite some of the former members to be a part of the revitalization efforts.

Alpha Delta Kappa seeks to invite the highest quality women educators to be a part of the organization. It is indeed an honor to belong to Alpha Delta Kappa and to be a part of the opportunities for personal, professional, and leadership development. There are many reasons why members resign. Our status in life does change from time to time. A small number of individuals are committed to preserving the high ideals and camaraderie that the chapter once had.

I would like to invite you to attend the first meeting of the year on _____ (day & date) at the home of _____ (member's name and address). The meeting will begin at _____ (time) and will end no later than _____ (time).

_____ (name) will serve as the new president of the chapter and other officers will be elected at the meeting.

To be reinstated as a member, it will be necessary for you to pay a reinstatement fee and the dues for the present year. I hope that you are interested in rejoining the organization. If I can answer any question or be of assistance, please do not hesitate to call or text me at _____ (home phone), _____ (cell number), or _____ (work number).

I look forward to meeting you on _____ (date).

Fraternally,

_____ (chapter name) Chapter Member or _____ (S/P/N) Vice President for Membership or Membership Consultant

Email

Phone

Sample Letter to Chapter or S/P/N Officers For Employer Information

Shortly after election

Date _____

Dear _____, (newly elected officer)

We would very much like to acknowledge the leadership role you have assumed as an officer of _____ (Chapter or S/P/N) of Alpha Delta Kappa.

With your permission, we would like to send the enclosed letter to your Superintendent, Principal or employer. (See letters next page.)

If you wish this to be done, please provide in the space below the name, title and mailing address of the person you wish to receive this personalized letter. Please type or print the information.

Fraternally,

_____ (chapter name) Chapter President

Mrs./Ms./Dr./Mr. (Circle one)

Name _____

Title _____

School (if appropriate) _____

Mailing Address _____

City _____ S/P/N _____ Zip Code _____

Sample Letter To Employer of Chapter or S/P/N Officer

Date

Employer's Name

Title

Address

City, S/P/N, Zip Code

Dear _____,

_____ (Officer's Name) has recently been elected to a two-year term as _____ (Office) of _____ (Chapter or S/P/N) of _____ Alpha Delta Kappa.

Alpha Delta Kappa is an International Honorary Organization of Women Educators dedicated to educational excellence, altruism, and world understanding. Our vision is: *A world that values diversity, all people and quality education.*

Our purposes are:

- To honor outstanding women educators.
- To strengthen the education profession through commitment to diversity and inclusion practices that respect and value each person for her unique qualities.
- To nurture relationships and networking opportunities.
- To enrich personal and professional development.
- To support altruistic projects, grants and scholarships with time and resources.
- To embrace cultural differences and make an impact through world understanding.

_____ (Name), who is part of _____ (School System/Business) is indeed a valuable leader in Alpha Delta Kappa and we thought you would be pleased to learn of the recognition which has been accorded her outstanding abilities.

Sincerely,

_____ (chapter name) Chapter President