



## CHAPTER DISTINCTION AWARD CHECKLIST

OK. Paperwork is no fun. So why does such a fun, exciting, altruistic organization like Alpha Delta Kappa have to do un-fun, tiresome stuff like 990N postcards, H114 and other forms? Well, it's an IRS thing. Plain and simple. If we want to keep our tax-exempt status, we have to prove that we are carrying out the kinds of activities we say we are. Also, it's an effort to make sure that chapters are healthy and active, and alerts the International, Regional and State Executive Boards to challenges and successes within the organization.

That's why there are Pearls, and Points! ADK International wants to recognize chapters for completing the "big 7" reports and activities. Those earn Pearls. The FL Executive Board recognizes the effort it takes to complete all the items on the list, and wants to honor chapters that rise to that challenge.

In an effort to streamline the points-collecting and tallying method formerly used and to help chapters keep up-to-date with their status, the FL Executive Board developed this checklist for chapter presidents and their designees.

It's simple: submit the required forms and reports, represent your chapter at training, district meetings, State Leadership meetings and conventions/conferences. Participate in altruistic activities. On the checklist, record the dates that items are completed, have the President sign off, and mail or email the form to the FL State Secretary. If it's postmarked or timestamped by the deadline your chapter can receive 10 extra bonus points per year.

Executive Board Members will verify receipt of documents, and Chapter Distinction Awards will be presented at State Convention.

If you have ANY questions or concerns about all this "Pearls and Points" stuff, please contact me!

Paula C. Byrd, FL Secretary

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# FL ALPHA DELTA KAPPA

## CHAPTER DISTINCTION CHECKLIST 2022-2024

CHAPTER \_\_\_\_\_ DISTRICT \_\_\_\_\_

### 2022-2024 YEAR ONE (4/1/22-3/31/23)

	DUE DATE	FORMS AND REPORTS	POINTS AVAIL.	TOTAL
P	Immediately	INITIATE OR REINSTATE NEW MEMBER(S)	50	
	JUNE 1	UPDATE OF CHAPTER OFFICERS AND COMMITTEE CHAIRS TO FL PRESIDENT	20	
P	JUNE 30	H-114 (ANNUAL CHAPTER HIGHLIGHTS) TO INTERNATIONAL	50	
	JULY 1	C-1 TO FL TREAS	25	
	JULY 1	BUDGET TO FL TREAS	25	
P	OCT. 15	CHAPTER NEEDS ASSESSMENT (online)	50	
P	OCT. 15	IRS FORM 990-EZ or 990-N Postcard AND confirmation to FL	50	
	NOV. 15	ADK MONTH REPORT TO DISTRICT COMMITTEE CHAIR	20	
P	JUN 1- MAY 31	MAINTAIN OR GROW MEMBERSHIP	50	
	MAR 15, 2023	UPDATED CERTIFIED COPY OF BYLAWS TO STATE BYLAWS CHAIR	25	
P	MAR 15 2023	ALTRUISTIC REPORT TO INT'L	50	

	REPRESENTATION	POINTS AVAIL.		TOTAL
	STATE CONVENTION	25		
P	GULF REGION CONFERENCE	50		
	CHAPTER REP AT DISTRICT MEETING	25FALL	25SP	
	STATE LEADERSHIP	20FALL	20SP	
	FIRST-TIMERS AT LEADERSHIP	10 EA FALL	10EA SPR	
	OFFICER TRAINING	20 EA		

**TOTAL**

ALTRUISTIC PARTICIPATION	POINTS	TOTAL
SUPPORT SCHOLARSHIP HOUSE	20	
DONATION TO FLAPPA SCHOLARSHIP	20	
PRES-ELECT PROJECT REPORT BY MAR.31	20	
M. SHARP TEXTBOOK FUND	20	
LONGEST DAY	20	

**TOTAL**

\* P INDICATES INT'L PEARL EARNED

**TOTAL**

**CHAPTER EXECUTIVE BOARD MEETINGS (3 PER YEAR, 10 PTS. EACH)**

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TOTAL

**10 POINTS EACH FOR NEWSLETTER AND MINUTES (3 OPTIONAL EXEMPTIONS...MARK "X")**

**MAXIMUM CREDIT 9 MEETINGS PER YEAR**

	A	M	J	J	A	S	O	N	D	J	F	M
NEWSLETTER TO STATE PRES												
MINUTES TO PCCP												

TOTAL

**TOTAL YEAR ONE**

**ADD THIS AMOUNT TO YEAR TWO**

PRESIDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRESIDENT NAME \_\_\_\_\_

RECEIVED BY FL SECRETARY DATE \_\_\_\_\_

BY MAR 31 10 BONUS PTS

**FL ALPHA DELTA KAPPA  
CHAPTER DISTINCTION CHECKLIST**

\_\_\_\_\_ CHAPTER \_\_\_\_\_ DISTRICT \_\_\_\_\_  
**2022-2024 YEAR TWO (4/1/23-3/31/24)**

	DUE DATE	FORMS AND REPORTS	POINTS AVAIL.	TOTAL
P	Immediately	INITIATE OR REINSTATE NEW MEMBER(S)	50	
P	JUNE 30	H-114 CHAPTER HIGHLIGHTS TO INTERNATIONAL	50	
	JUNE 30	C-1 TO FL TREAS	25	
	JUNE 30	BUDGET TO FL TREAS	25	
P	OCT. 15	CHAPTER NEEDS ASSESSMENT (online)	50	
P	OCT. 15	IRS FORM 990-EZ or 990-N Post-card AND confirmation to FL Treas	50	
	NOV. 15	ADK MONTH REPORT TO DISTRICT COMMITTEE CHAIR	20	
P	JUNE 1-MAY 31	MAINTAIN OR GROW MEMBERSHIP	50	
P	MAR 15 2024	ALTRUISTIC REPORT TO INT'L	50	
	MAR 1 2024	ONE PG CHAPTER HISTORY/1PG PHOTOS TO STATE HISTORIAN	25	

\* P INDICATES INT'L PEARL EARNED

TOTAL

	REPRESENTATION	POINTS AVAIL.		TOTAL
	STATE LEADERSHIP	20FALL	20SP	
	FIRST-TIMERS AT LEADERSHIP	10 EA FALL	10EA SPR	
	CHAPTER REP AT DISTRICT MEET-	25FALL	25SP	
P	INTERNATIONAL CONVENTION	75		

TOTAL

ALTRUISTIC PARTICIPATION	POINTS	TOTAL
SUPPORT SCHOLARSHIP HOUSE	20	
DONATION TO FLAPPA SCHOLARSHIP	20	
PRES-ELECT PROJECT REPORT BY MAR. 31	20	
M. SHARP TEXTBOOK FUND	20	
LONGEST DAY	20	

TOTAL

**CHAPTER EXECUTIVE BOARD MEETINGS (3 PER YEAR, 10 PTS. EACH)**

		TOTAL

**10 POINTS EACH FOR NEWSLETTER AND MINUTES (3 OPTIONAL EXEMPTIONS...MARK "X")**

**MAXIMUM CREDIT 9 MEETINGS PER YEAR**

	A	M	J	J	A	S	O	N	D	J	F	M
NEWSLETTER TO STATE PRES												
MINUTES TO PCCP												

TOTAL

**TOTAL YEAR TWO**

**YEAR ONE** 
     
 **YEAR TWO** 
     
 **GRAND TOTAL**

**POINTS RANGE YEARS 1 + 2**

1500 AND ABOVE	GOLD
1300-1499	SILVER
1100-1299	BRONZE

PRESIDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRESIDENT NAME \_\_\_\_\_

RECEIVED BY FL SECRETARY      DATE \_\_\_\_\_      BY MAR 31 10 BONUS PTS

# CHAPTER DISTINCTION CHECKLIST

## “TECHNICAL ASSISTANCE”

### Forms and Reports:

- **Update of Chapter Officers and Committee Chairs to FL President:** the State President will instruct on the format for this. It can be in list form in an email. Points awarded for post-marks/emails by the deadline
- **H-114 to Int'l:** the Annual Chapter Highlights is sent to International by the due date. This form can be completed online
- **C-1 to FL Treasurer:** the C-1 Annual Chapter Reporting Form and Audit is submitted to the State Treasurer by the deadline
- **Budget to FL Treasurer:** the Annual Chapter Budget is due to the State Treasurer by the deadline. The sample form is listed as **C-4** on the International website
- **Chapter Needs Assessment (CNA) ONLINE.** This form is available on the International website.
- **IRS Form 990-EZ or 990-N Postcard AND Confirmation to FL Treasurer:** This is an important document that is filed with the IRS and protects our tax status. In order to receive points for this, the confirmation of receipt from IRS must be sent to the FL Treasurer.
- **ADK Month Report to District Committee Chair:** This report must be received by the District ADK Month Committee Chair by the deadline (postmark or email).
- **Altruistic Report to International:** this is filed online. Points are awarded if submitted by the deadline.
- **One pg Chapter History/One pg pictures to State Historian:** points are awarded if your chapter sends its 2-pg entry for the State Archives to the State Historian by the deadline. Historian will advise the format.

### Altruistic Participation:

- **Support Scholarship House:** your chapter has made any donation to Scholarship House either directly or through donations at State Leadership Meetings
- **Donation to FLAPPA Schol:** your chapter has made donation to the FLAPPA Scholarship Fund or through donations at State Leadership Meetings (see above) FLAPPA is Florida Past Presidents' Association
- **Pres-Elect Project:** your chapter supports the President-Elect's project for the biennium and provides documentation through photo, short summary, etc. submitted to the FL President-Elect each year of the biennium
- **M. Sharp Textbook Fund:** points are awarded if your chapter donates to this fund either directly to the FL Treasurer or through donations at State Leadership meetings.
- **Longest Day:** points are awarded if your chapter participates in the Alzheimer's Association "Longest Day" fundraiser program.

## Representation:

- **FL State Convention:** points are awarded for sending at **least one (1) representative** to State Convention. **The points value is the same regardless of the number of attendees.**
- **Gulf Region Conference:** points are awarded in the same manner as State Convention.
- **State Leadership:** points are awarded **if a chapter representative attends** Leadership Fall and Spring meetings. That's **20 points per chapter for each of the two(2 ) meetings each year of the biennium.**
- **Officer Training:** points are awarded for **each** of the officers **attending the provided training.**
- **International Convention:** points are awarded **if your chapter is represented** at International Convention. The points value is the same regardless of the number of attendees.
- **First-Timers at Leadership:** points are awarded for **each member who attends Leadership for the first time EVER for both Fall and Spring meetings**
- **Chapter Rep at Dist. Meeting:** points are awarded if the chapter has a representative at their district meeting. **There can only be a total of three(3) meetings awarded per biennium**

## AT A GLANCE

### WHO GETS WHAT?

- |  |  |
|--|--|
| • <b>Treasurer Joanne Carroll</b><br>joannecarroll60@yahoo.com   | <b>State dues with copy of chapter roster, Budget, C-1, confirmation of 990N filed</b> |
| • <b>President Liz Lilly</b><br>ealilly2008@gmail.com  | <b>Newsletters, Updated Chapter Officers</b>   |
| • <b>President of the Council of Chapter Presidents Debbie Garrison</b><br>garrison8@earthlink.net                     | <b>Minutes of chapter meetings</b>   |
| • <b>Historian Audrey Reali</b><br>adkaudreyreali@gmail.com  | <b>Chapter history and photos</b>  |
| • <b>Secretary Paula Byrd</b><br>pjernigan2@gmail.com  | <b>Chapter Distinction Checklists 1 &amp; 2 (Points Tracker)</b>                       |
| • <b>AΔK Month Chairman Linda Thweatt</b><br>troyard@aol.com   | <b>District AΔK Month reports</b>  |
| • <b>Altruistic Chairman Andrea Dort/<br/>Trish Dooley</b><br>andreadort9@gmail.com/dooley.patricia@brevardschools.org | <b>Chapter Altruistic report</b>   |