



**Congratulations!** *You have agreed to one of the hardest, most rewarding jobs in the chapter. The best part is that you are not alone in doing it.*

You do have to become the experts. That is done, in part, by becoming familiar with all the information and “paper” available on the [dkg.org](http://dkg.org) website. Go to the Resources heading. Visit Ceremonies, Brochures, Videos, etc., and Chapter Tools. After you are familiar with what is there, go to Forms. Become familiar with all forms related to Membership.

Every member is responsible for the elements that keep our chapters vital by recruiting, retaining, and reclaiming members.

## I. Recruitment

- Go to schools in which you have taught/ in which you have members. Talk first to the principal or superintendent. Reassure her that you only want to visit with teachers, not students. Arrange to bring some snack before school, to a faculty meeting, or at a time convenient. Take the Journey for Life brochure (with your chapter info on the back) with you to share while you talk to potential recruits. You may be more comfortable going with a friend and it is certainly easier if there is already a member in the school. Highlight the great things your chapter is doing for teachers and for students, the opportunities available through the local, state, and international organization, and the ways DKG is making a difference worldwide. Remember that diversity makes for a stronger, more appealing chapter.
- Ask the principal/superintendent to share the names of the Teachers of the Year/Outstanding Teachers in the area your chapter serves. This information may be available in the local newspaper. Send these women a message of congratulations and a Journey for Life brochure. Shortly thereafter, make personal contact to encourage involvement in your chapter.
- Continue to use the methods that have worked in the past but if you are not recruiting new members...
- Spend part of a chapter meeting in roundtable discussion thinking of ways outside the “we’ve always done it this way” ones to find members. (retired educators groups, new and experienced teachers and administrators, nontraditional educators, AARP or seniors groups)
- Remember we now have Collegiate Membership! There may be educator groups on the college campus. The Education Department can lead you.
- Make your chapter seen. Attend local events. Wear your DKG badge or ID. Be prepared to explain what DKG is and why it matters.



## II. Retention

- DKG is an honor society. Not only is it an honor to be asked to join, it is an honor to have an invited member join. Honor each new member by mentoring her for a year. Assuming she knows everyone is unfair to her and to the other members who would like to get to know her.
- Get member feedback. Ask your members 1)what they want to get out of the meetings and activities of the chapter, 2)what they want to do/contribute to the chapter, 3)how they want to have meetings, 4)what days they want to meet, ...Then do what you can of what best serves your membership. If you do not meet the needs of your members, they will certainly find other things to do and you will lose the members
- Spotlight a member at each meeting. If there are accomplishments, share them with the State newsletter so they can be published for all to see.
- Be diverse enough in presentation not to be boring while still meeting the requirements of the society (at least 4 regular meetings each year).
- Remember that DKG is competing with everything else a member has to do. Value your members. Most want to contribute as well as be supported.
- When a member does not attend a meeting, call her to let her know that she was missed and what she missed.



## III. Reclamation



- Identify the inactive members through discussion with members or through past minutes. Unless there is an understood reason, do not assume someone does not wish to be approached about reestablishing membership.
- Call/visit just to chat and estimate level of interest.
- If the former member expresses interest, invite her to attend the next meeting. Offer to provide transportation if necessary.
- The former member may feel like a new member if she has been away from the chapter for some time. Encourage her to return. When she does rejoin, remember to mentor her to the extent necessary and stay in touch with her between meetings.

## Additional Information

- You will probably be responsible for induction of new members. The Ceremonies book is not the law. It is suggestions. Your chapter may write anything that fits for your chapter.
- Whenever you distribute the Journey for Life Brochure, make sure you have put your chapter's contact information on the back of the brochure.
- Forms from International change. Please stay current with what is on [www.dkg.org](http://www.dkg.org)
- The materials available from International are very helpful and reasonably priced.
- If you are responsible for Necrology, please send forms to the requested persons in a timely manner. The information is used to honor members at the International and State level.
- If you have questions, please contact Virginia McChesney, GSO Membership Chair, [vammcch@gmail.com](mailto:vammcch@gmail.com).

