

KDP Chapter Annual Guideline

These guidelines are just suggested guidelines. Please move items around to fit your chapter and what works best for you.

THE PURPOSE/ROLE OF A COUNSELOR

As Counselor, you advise the chapter and its student leadership by providing guidance, answering questions, and having the final say. You assist student leaders as they plan and execute chapter activities allowing them to lead as much as possible to ensure personal investment and development.

AUGUST

- ☐ Sign the [Chapter Affiliation Agreement](#) if you haven't yet. (Must be signed by the Counselor each academic year to remain in active status).
- ☐ Review the [Chapter and Membership Policy Handbook](#) with your members.
- ☐ Meet with your [KDP Manager of Member Experience](#) at the beginning of the year to review recruitment details and stay connected.
- ☐ Log in to your "My KDP Account" on the top right side of the website to log into your chapter's account
- ☐ Confirm that your members are still active members by clicking on "Chapter Management/Chapter Dashboard".
- ☐ Click on "View Chapter Profile" on the upper-right side of the purple rectangle to confirm your chapter information is correct and **find your Tax ID Number**. Contact your Manager of Member Experience if you need assistance.
- ☐ Enter officers in your [KDP Dashboard](#) or inform your Manager of Member Experience to keep records accurate.
- ☐ Add the KDP "badge" to your email signature and ask your members to do the same. They can be found in the library of the [KDP Counselor Community](#).

SEPTEMBER

- ☐ Meet with your officers to discuss a recruitment plan.
- ☐ Obtain a list of all eligible potential members from the Registrar. (3.0 cumulative GPA & enrolled in or completed six Education credit hours).
- ☐ Email invitation to all eligible students. Find an invitation template here: [KDP Invitation Letter](#). National KDP can send them for you if you need assistance.
- ☐ Send your invitation to your Manager of Member Experience. It helps us answer calls from potential members about joining your chapter.
- ☐ Accept all eligible pending members by the last weekday of the month in which they apply. (Your Manager of Member Experience can assist).
- ☐ Share KDP National Benefits with all members. This short video explains the benefits and how to access them: [KDP Benefits Video](#).

- ☐ Share the important [history of KDP](#): Kappa Delta Pi was founded on March 8, 1911, at the University of Illinois by [Dr. William Bagley](#) and has had many notable members.
- ☐ Use the [award](#) and [Celebration of Teaching](#) guidelines to plan for the year and create chapter excitement.

OCTOBER

- ☐ Order certificates for new members from the KDP Store: [KDP Store Certificate Order Link](#).
- ☐ Hold an initiation or have your members attend one of KDP National's Virtual Initiations.
 - o [Monthly Live Virtual Initiation](#)
 - o [Recorded Virtual Initiation](#)
- ☐ Confirm all chapter members have paid their national and (if required) chapter dues each year and are active members of KDP National.

NOVEMBER

- ☐ Send social media accounts to KDP. We love to share your activities with other chapters.
- ☐ Have officers meet with your KDP contact so they may get help when they need it.

DECEMBER

- ☐ Recognize December graduates. (If your chapter provides cords, we recommend waiting until close to graduation). Download the [Graduation Ceremony script](#).
- ☐ Set up a bank account with [Signature Federal Credit Union](#) (if you need a chapter bank account).
- ☐ Fill out the [Direct Deposit Form](#) (if you have a bank account and haven't already set it up).

JANUARY

- ☐ Meet with your KDP Manager of Member Experience at the beginning of the year to review recruitment details and keep connected.
- ☐ Appoint or elect officers (if you don't already have them).
- ☐ Confirm that the officers in your KDP Dashboard are up-to-date and that all members are still active in the dashboard. Send reminder notifications to people who have not renewed their membership with KDP.

FEBRUARY

- ☐ Meet with your officers to discuss your spring recruitment.
- ☐ Order certificates for new members from the KDP Store and cords for upcoming graduates (if you provide cords): [KDP Store Link](#)
- ☐ Email invitation to all eligible students. A template can be found [here](#).
- ☐ Send your invitation to your Manager of Member Experience. It helps us answer calls from potential members about joining your chapter.

- ☐ Accept all eligible pending members by the last weekday of the month in which they apply. (Your Manager of Member Experience can assist.)
- ☐ Remind your members about the KDP National Benefits. This short video explains the benefits and how to access them: [KDP Benefits Video](#).
- ☐ Prepare your chapter's submission materials for [KDP Awards](#) and/or [Celebration of Teaching](#) Program—which offers a monetary reward.
- ☐ Let members know that [KDP Scholarships](#) open in March for application.
- ☐ Encourage your members to register for the Founders Day Celebration.

MARCH

- ☐ Submit your applications for awards when they open this month: [KDP Awards](#).
- ☐ Hold an initiation or have your members attend one of KDP National's Virtual Initiations.
 - [Monthly Live Virtual Initiation](#)
 - [Recorded Virtual Initiation](#)
- ☐ Send your chapter's social media accounts to your Manager of Member Experience at KDP. We love to see what you are doing and share your activities with other chapters.
- ☐ Confirm all chapter members have paid their national and (if required) chapter dues each year and are active members of KDP National.
- ☐ Encourage lapsed members to renew their membership. Report any reasons they provide for not renewing to KDP National.
- ☐ Hold an officer transition meeting to help keep strong leadership and continuity in the chapter: [Structuring an Officer Transition Meeting](#).

APRIL

- ☐ Remind members to apply for a scholarship: [KDP Scholarships](#).
- ☐ Sign your annual Chapter Affiliation Agreement (CAA) for 2026–2027. Log in to your [My KDP Account](#). Then click on "Chapter Management/Affiliation Agreement." Use your Chapter Profile to confirm information you used on the previous year's CAA. To find your Chapter Profile, click on "Chapter Management/Chapter Dashboard/View Chapter Profile" on the upper-right side of the purple rectangle. Contact your Manager of Member Experience if you need assistance.

MAY

- ☐ Recognize graduates. (If your chapter provides cords, we recommend waiting until close to graduation). Download the [Graduation Ceremony Script](#) to host your own ceremony or encourage them to register for the Virtual Graduation Ceremony at least a week in advance (can be found on the [Events](#) tab).

THROUGHOUT THE YEAR

- ☐ Let us know how we can help you and your members thrive!

- ☐ Share any events your chapter holds on social media and tag KDP National: **#KDPproud**
- ☐ Each semester, ask members what would help them in their teaching careers and their chapter experience and share that with your Manager of Member Experience. [KDP Involvement Survey](#)