

OMICRON DELTA KAPPA

The National Leadership Honor Society



2010-2011 OFFICER HANDBOOK

TABLE OF CONTENTS

CONTACT OΔK	2
NATIONAL OΔK	3
FAST FACTS	3
NATIONAL STRUCTURE	4
THE CIRCLE	4
STUDENT LEADERSHIP	4
NATIONAL CONVENTION	4
NATIONAL HEADQUARTERS	4
NATIONAL ADVISORY COUNCIL	4
BOARD OF DIRECTORS	4
OΔK FOUNDATION	4
STANDING COMMITTEES	4
MANAGING YOUR CIRCLE	4
CIRCLE MINIMUM STANDARDS	5
CIRCLE AWARD OPPORTUNITIES	6
INDIVIDUAL AWARD OPPORTUNITIES	6
STUDENT OFFICER ELECTIONS	6
CIRCLE OFFICER TRANSITION	7
VITAL TASKS	7
PROGRAMMING & ACTIVITIES	8
IMPORTANCE OF NATIONAL COMMUNICATION	8
STUDENT OFFICER GUIDE	9
PRESIDENT	9
FACULTY OFFICER GUIDES	10
ADVISER	10
SECRETARY	10
DUTIES & RESPONSIBILITIES	11
FAQS	12
OΔK NATIONAL EVENTS & DEADLINES	13
IMPORTANT OΔK EVENTS	13
2010-2011 OΔK CIRCLE DEADLINES	13

CONTACT OΔK

Omicron Delta Kappa
National Headquarters
224 McLaughlin Street
Lexington, Virginia 24450-2002
Toll Free: 1-877-ODK-NHDQ (635-6437)
Main: 540-458-5336
Fax: 540-458-5342
Email: odknhdq@odk.org
Website: www.odk.org

To find specific staff member contact information, please visit the OΔK Staff Page on the website.

Not sure who to contact? Use these email addresses.

General questions – odknhdq@odk.org

Publications & communications questions – thecircle@odk.org

Awards & scholarships – awards@odk.org

National Convention questions – convention@odk.org

CLT2 questions – clt2@odk.org



National Day of Service
December 3, 2010

Find out how your Circle can participate:
http://www.odk.org/news_and_events/national_day_of_service

© Omicron Delta Kappa Society, Inc. 2010
 Reprint by OΔK representatives only
 Other reprint by permission

NATIONAL OΔK

FAST FACTS

Founding date: December 3, 1914

Founding Circle: Washington & Lee University, Lexington, Virginia

Mission: The mission of Omicron Delta Kappa, The National Leadership Honor Society, is: to recognize those who have attained a high standard of efficiency in collegiate activities and to inspire others to strive for conspicuous attainments along similar lines; to bring together the most representative students in all phases of collegiate life and thus to create an organization which will help to mold the sentiment of the institution on questions of local and intercollegiate interest; and to bring together members of the faculty and student body of the institution, as well as other Omicron Delta Kappa members, on a basis of mutual interest, understanding and helpfulness.

Motto: The Greek motto for which the letters OΔK stand is: ΟΔαφνοκομοσΚυκλοσ (Ho Daph-no'-ko-mos K ük'-los) which translates as "The Laurel Crowned Circle." The Laurel Crowned Circle stands for success achieved in worthy undertakings.

Symbol: Omicron Delta Kappa symbolizes its noble ideals, lofty aspirations, and altruistic aims in the material form of the "OΔK Key". The shape of the OΔK Key represents the OΔK Circle, which symbolizes the inclusive nature of our organization and the equality, which characterizes membership in Omicron Delta Kappa. The five stars on the upper bar represent the five major phases of college life, for which our Society stands: Scholarship, Athletics, Campus or Community Service, Social, Religious Activities, and Campus Government; Journalism, Speech, and the Mass Media; & the Creative and Performing Arts. The number 1914 on the lower bar indicates the year in which our Society was founded.

Flag: The official flag is made of white sateen three feet wide and four feet long. The OΔK Insignia Key is centrally located and is approximately 20 inches long and gold in color. The words "Omicron Delta Kappa" are spelled out in dark blue across the bottom of the banner. The flag is made so that it can be draped over a table. (Flags are available to purchase from the National Headquarters).

Colors: The OΔK colors are sky blue, white, and black, and ribbons of these colors are to be worn on public occasions. At banquets and at other occasions when members on full dress, the wearing of the official flower gives a full color display: the dress suit is *black*, the linen *white*, and the flower *blue*.

Flower: The official flower is blue. Any sky blue flower, preferably the delphinium, or larkspur may be regarded as official. The perennial delphinium is quite beautiful and gives a distinctive effect. White carnations dyed blue have proven very satisfactory. These can usually be obtained from any florist.

Official publication: *The Circle*, first published on April 15, 1923, is the official news publication of the Society. OΔK publishes *The Circle* magazine semi-annually and features stories about alumni, articles about Circle activities and accomplishments, current issues and trends, messages from OΔK national leaders and more. It is distributed in print and electronically to undergraduate and alumni members across the nation. Each new initiate receives five-year subscription to *The Circle* after initiation. After five years, the individual member can renew the subscription at a nominal cost. After publication, the electronic version can be found on the OΔK website.

Members: Over 300,000 members have been initiated at over 300 Circles across the country.

NATIONAL STRUCTURE

Organization: A minimum of organizational machinery has become an accepted tradition in Omicron Delta Kappa. The Society seeks the maximum of local autonomy and initiative. The Board of Directors urges Circles to concentrate their efforts on the distinctly major services and issues of their colleges and universities, and to engage in a select number of activities of the very highest quality. The National Officers and committee members exist primarily to serve the needs of the Circles.

The Circle: The basic unit of Omicron Delta Kappa is the collegiate Circle. Membership in the Society can come only through election and initiation by one of the collegiate Circles. Elections are normally held twice a year, in the fall or winter and the spring terms of the institution. The National Society consists of an association of all active collegiate and alumni Circles of the Society.

National Convention: The legislative body of the Society shall be the National Convention and shall consist of the members of the Board of Directors and the delegates from the several Circles attending the National Convention. Each Circle shall select a delegate and an alternate delegate from among the students attending the National Convention. If at least two students from a Circle are not attending the National Convention, the Faculty Secretary or Adviser may serve as the Circle's delegate or alternate delegate, respectively. If a member of the Board of Directors is the only member of a Circle in attendance, that member may cast only one vote on any matter. No member of the Board of Directors shall be entitled to exercise the vote of his or her Circle. These voting delegates determine the national dues and direct the organization, serve on committees, provide suggestions and feedback to the National Headquarters Staff, and elect the officers of National Board of Directors from the ranks of OΔK alumni and collegiate members. The structure of OΔK, its purpose, Constitution, and Bylaws are reviewed at the national convention.

National Headquarters: The national headquarters for OΔK is located in the historic train station on the campus of Washington & Lee University in Lexington, Virginia. The National Headquarters is the source of records and information related to membership, Circle operations, national conventions, alumni, the OΔK National Foundation and the historical archives of OΔK. The professional staff carries out the policies established by the governing body, provides Circle support, answers questions regarding membership and alumni, and provides valuable resources for Circle and alumni programs.

National Advisory Council: The OΔK National Advisory Council provides a voice for the Circle and alumni leadership on items posed by the Board of Directors and items of interest to the National Advisory Council, to serve as members of committees or tasks forces as needed and appointed by the Society's National President and to mentor and be a resource for Circles of the Society, as needed.

Board of Directors: The permanent executive body of Omicron Delta Kappa is the Board of Directors. It meets twice a year and, if necessary, at other times in special session. It is comprised of the National President; National Vice President for Circle Standards; National Vice President for Extension; and National Student Vice President, elected by the National Convention. The Board of Directors appoints the National Treasurer and National Counsel. The two Student members are elected from among the student members of the National Advisory Council. A liaison from the National Advisory Council, the Executive Director and the Immediate Past National President also serve on the Board of Directors.

OΔK National Foundation: The Omicron Delta Kappa Foundation, Inc., was chartered in 1982 as a not-for-profit corporation to administer the professional and philanthropic activities of the OΔK Society, Inc. The Foundation is governed by an unsalaried Board of Trustees who includes national officers of the Society, assuring the Foundation's continued identification with the purposes & programs of OΔK.

Standing committees: Committee members provide guidance using their expertise in order to make suggestions and execute tasks to improve the organization. There are several committees for various interests and Society functions, including Circle standards, extension, communications & public relations, governance, and budget & finance.

MANAGING YOUR CIRCLE

OVERVIEW OF A SUCCESSFUL CIRCLE

Our goal is to have every OAK Circle be as successful as possible. Because every OAK Circle is so different and unique, the definition of Circle success can vary greatly. This means your Circle has the opportunity to create new & exciting programs, offer creative scholarship & awards for your students, and establish an OAK presence that fits within your campus community & culture. While creativity & variety are encouraged, there are certain aspects of local Circle management that we hope you strive for: meet Circle minimum standards, complete successful membership selection & initiation process for new members; and operate within the national guidelines of OAK. The foundation of a successful Circle lies in an enthusiastic executive board with guidance & participation from the Faculty Adviser & Faculty Secretary. We offer a number of Circle Recognition Awards to honor our local Circles for their adherence to national standards and for developing activities & programs that promote the OAK idea on their campus.

CIRCLE MINIMUM STANDARDS

The following list of standards is essential for minimum Circle operations. Officers should refer to the OAK Circle operational handbooks and guides for the required information and deadlines. Circles must:

- A) Maintain the required basic organization:
 - a. At least a minimum of four (4) voting faculty/staff members
 - b. Each Circle should have both a Faculty Secretary and a Faculty Adviser
 - c. Student members should comprise at least 60% of the total voting membership;
 - d. The Circle must have a set of written bylaws prescribing its procedures. Circles are encouraged to review their bylaws occasionally with approval from the OAK National Headquarters.
- B) Careful selection of new members:
 - a. Student members - Select new members on the basis of distinguished leadership from each of the 5 phases of collegiate activity emphasized by OAK: scholarship; athletics; campus or community service, social, religious activities, and campus government; journalism, speech and mass media; creative and performing arts.
 - b. Staff, Faculty & Administration Members
 - c. Alumni Members
 - d. *Honoris Causa*
- C) Approve or reject each online Membership Application Forms & submit Membership Certificate Order Form.
- D) Tap new members & hold orientation program prior to initiation.
- E) Collect the national fees associated with membership prior to initiation & submit to the National Headquarters.
- F) Hold a formal initiation ceremony for new members.
- G) Fund raising and financial control:
 - a. Payment of the annual \$62.50 Circle Affiliation Fee
 - b. Procurement of emblems of membership, certificates & jewelry for new members
 - c. Decor and arrangements for initiation of new members & reception and/or banquet for new members
 - d. Payment of membership fees for *honoris causa* members
 - e. Participation in National Conventions of OAK
 - f. Regalia for graduating members (stoles or honor cords)
- H) Hold regular and frequent meetings (a minimum of once a month during the school year is suggested).
- I) Elect new Circle officers before the end of the school year & fully transition the new officers for the next year.
- J) Establish an on-campus presence so that OAK has good "visibility" and prestige.
- K) Nominate and submit a local applicant from your Circle as an OAK Leader of the Year for national consideration.
- L) Participate in at least one national OAK program, including but not limited to, the OAK National Convention.
- M) Maintain good communication with National Headquarters:
 - a. Submit the Annual Report Form & Officer Change Form by May 30 of each year (found online)
 - b. Send in membership forms, order forms and membership fees at least three weeks in advance of the date set for initiation

CIRCLE AWARD OPPORTUNITIES

Circles should be honored for the excellence they exhibit throughout the year. Therefore, they are encouraged to nominate themselves for numerous Circle Recognition awards. Download the Circle Recognition Awards Selection Criteria information from our website:

<http://www.odk.org/files/CircleRecognitionAwardCriteria.pdf>. Specific deadlines are listed on the national OAK calendar at http://www.odk.org/news_and_events/calendar.

- OAK National Circle of Distinction Award
- OAK National Superior Circle Award
- OAK National Presidential Award of Excellence
- The Clay Leadership Development Initiative Grant
 - The Clay Leadership Development Initiative exists to provide financial support to individual Circles seeking to establish specific programs to enhance leadership development on the campus and in the community. More information, Circle qualifications & application can be found on the website: http://www.odk.org/opportunities/clay_leadership_development_initiative.

INDIVIDUAL AWARD OPPORTUNITIES

To learn more about individual awards, grants, & programs and to find nomination & application forms, please visit the opportunities & awards page on our website at <http://www.odk.org/opportunities>.

- The Laurel Crowned Circle Award
- The Hogle-Roark OAK Distinguished Service Award
- The Morlan-Bishop Faculty Officer Award
- The General Russell E. Dougherty OAK National Leader of the Year
- Omicron Delta Kappa Foundation Scholarships

STUDENT OFFICER ELECTIONS

Each Circle should elect officers based on a timeline that works best for the individual Circle. It is crucial to elect officers that show dedication to the organization and who will lead your OAK Circle into a successful year. Your Circle should set standards for officers and list desired qualities during the officer election procedure. A few primary responsibilities for each officer are outlined in this guidebook, but vary for each Circle. Holding thorough officer transitions can assist with communicating local needs to new Circle officers. Upon officer election, your Circle may decide to seek out an additional or new Circle adviser. We have found that a strong advisory presence directly correlates to a Circle's success.

Required position:

President - The Circle president should be a supportive leader who is able to establish and maintain a regular meeting schedule, facilitate Circle goal setting, communicate with national OAK contacts and represent the Circle at the national meetings. The Circle president should work with the Faculty Secretary, Faculty Adviser, and the student membership of the Circle to see that a year-long schedule assures the selection and reporting of new memberships from all classes - juniors, seniors, graduate students (if applicable) as well as faculty/staff, alumni and honorary members. The Circle president should assist in the establishment of an orientation of the new members to the nature and purpose of OAK as well as the obligations of membership. The Circle president should also lead the development of a program of activities appropriate for the campus. S/he should work to assure that the Circle has representation at national programs.

Additional positions:

Many Circles elect additional officers as necessary to serve other purposes. Circles are encouraged to elect & implement as many officers as necessary to facilitate a healthy and successful Circle. Some common officers or chairs elected on numerous campuses are listed below:

- Vice president
- Secretary
- Treasurer
- Membership selection chair
- Tapping chair
- Initiation chair
- Director of communications
- Historian
- Alumni chair
- Webmaster
- Technology chair
- Programming chair
- Activities chair
- Service/philanthropy chair
- Social chair
- Fundraising chair

CIRCLE OFFICER TRANSITION

Officer training and transition directly affects the achievement of an OΔK Circle. A proper transition for the Circle's officers is absolutely necessary to continue your Circle's legacy.

Maintaining proper records throughout the year

Every Circle officer should maintain immaculate records throughout the year to ensure the next officer has all of the information needed. Therefore, an officer should store relevant e-mails, minutes, notes, letters, posters, promotional materials and contact information. Which information is saved will vary from one officer to another.

Officer transition

To ensure that each Circle officer is prepared, set a meeting that all new and old officers can attend. If any officer is unable to attend, she or he must set up a separate transition outside of the general transition meeting. A suggested meeting agenda for a combined meeting of old and new officers and advisers includes:

- A discussion of the greatest challenges of the past year – positive and negative
- Suggestions from outgoing officers for improvement
- Individual meetings of officers and advisers from their preceding Circle
- An exchange of contact information, such as phone numbers and e-mail addresses
- The outgoing officers should present new officers with their records for the year, carefully stored in a binder/folder, data CD or flash drive
- Time for new officers and advisers to ask questions
- A verification that all membership fees have been sent to the National Headquarters
- A Circle delegate should be selected to attend the OΔK National Leadership Summit & Convention. Typically, the Circle president serves as the official delegate and additional Circle members may also attend. If the new Circle president is unable to attend the conference, an alternate must be chosen and reported to the National Headquarters. The conference registration form will be available online.

VITAL TASKS

You are required to submit certain reports to the National Headquarters periodically throughout the year. These reports allow us to give you feedback on your Circle and also are essential to the success of your Circle. Instead of seeing these reports as just another obligation, they can be a chance for your Circle to thoroughly plan and prepare for the year together. Major deadlines occur in the fall and spring of each year. All report forms are available at http://odk.org/audience/circle_officers/forms. An online calendar is also available at http://odk.org/news_and_events/calendar.

PROGRAMMING & ACTIVITIES

Whether it's fundraising, community service, leadership or academic programming, OΔK Circles are known for planning & executing top campus events all year long. The key to success is planning ahead! Make sure tasks are appropriately assigned to members of your Circle so that every event goes smoothly. Use our most up-to-date programming guide to find ideas & hints for some of the most popular types of events held by OΔK Circles across the country; download it here: <http://www.odk.org/files/programs.pdf>.

- Alumni
- Awards
- Campus-wide
- Circle Activities
- Community Service
- Faculty/Staff
- Freshman
- Fundraising
- Homecoming
- Leadership development
- Publications
- Scholarship
- Seniors
- Social Awareness
- Speakers/Lecture Series
- Tapping Ceremonies

IMPORTANCE OF NATIONAL COMMUNICATION

- Many OΔK Circles have established histories, strong local traditions and obligations to fulfill. At the same time, each Circle is a member of a large, national organization. In order for us to continue to grow and improve as an honor society, we need your continued cooperation & help!
- Pay close attention to reports and important dates. It is very important that the National Headquarters receive reports from your Circle so we can fully support your activities.
- Monitor payment of Circle and membership fees. Each new member must pay a national membership fee. Additionally, many Circles charge a small fee for local dues. Finally, every Circle is required to pay the minimal Circle affiliation fee (\$62.50 a year).
- Attending the national convention is vital. Not only does attending the national convention provide each representative with great resources for jump-starting a strong year, but it also ensures that the student voice is heard. If the Circle is in good standing, the delegate registration fee is paid and one official representative from that Circle can attend and vote for important national issues.
- Submit your Circle success stories. The National Headquarters loves to hear about how a Circle is doing. Share your accomplishments by submitting articles, pictures, to *The Circle* magazine (thecircle@odk.org), applying for national awards or simply by sending an email. We want to know how you are doing, and enjoy honoring these achievements with awards. We want to celebrate and recognize our outstanding member achievements with every forum we can.

Tips for communication success

- Submit all completed reports on time. All deadlines are listed on page 13 of this handbook.
- Know how to contact OΔK. Contact information for OΔK National Headquarters is listed on page 2.
- Use the OΔK web site (www.odk.org). We try to make nearly every OΔK resource available online so you can access anything you may need, 24 hours a day. Whether you are looking for Circle project ideas, national logos or scholarship applications, you'll be able to find it online.
- Make sure all Circle members realize they are a part of a national organization. Surprisingly, some candidates do not realize that OΔK is a nationally recognized organization with thousands of members and dozens of opportunities & resources.
- Be sure that you fully understand the fee structure for dues. All member dues should be collected before initiation, and submitted to the National Headquarters.

STUDENT OFFICER GUIDE

PRESIDENT

As Circle president, you have the responsibility of overseeing the Circle's operations. While this may sound like a daunting task at first, be assured that you have many resources and many people to help you.

Responsibilities to your Circle

- Call Circle meetings and establish a regular meeting schedule
- Facilitate Circle goal setting
- Meet with your exec board & other officers regularly
- Encourage, support and motivate the Circle
- Represent the Circle as requested
- Update college/university administrators on Circle activities
- Offer Circle assistance to the college/university
- Be familiar with national bylaws and policies, as well as with Circle bylaws and policies
- Thoroughly review the national Circle Minimum Standards on page 5 of this booklet, and make sure these requirements are being met
- Make sure that a solid schedule for selecting new members is in place
- Work with your Circle Faculty Secretary/ Adviser to review and maintain Circle files during the year
- Verify plans and implementation of the next Circle orientation; preside over initiation of new Circle members
- Implement transition/orientation of new officers, advisers and the transfer of resources & files
- Encourage members to remain in contact with OΔK after graduation

National responsibilities

- Make sure the names and contact information of new officers and advisers are submitted to the National Headquarters via the Officer Change Form
- Maintain ongoing communication with national leadership and communicate with the National Headquarters as often as you can and, at least, by meeting national report deadlines
- Serve as the official Circle delegate to the national conference and relay information obtained to Circle officers and advisers
- Correspond with student representatives & leaders from other OΔK Circles
- Work with Faculty Officers ensure that all national reports are completed and submitted by each report's published deadline
- Verify that the following reports were completed and sent by the indicated officer:
 - Membership Certificate Order Form
 - Annual Report Form
 - Officer Change Form
 - Articles for *The Circle* magazine

Resources

- Outgoing Circle president
- Attendance at the national conference
- Your Circle adviser(s)
- Other incoming officers
- OΔK National Headquarters
- Your Circle members
- Other campus/community organizations

Stay organized

- Go through any/all Circle files. Discard duplications, outdated manuals/handbooks, etc. File any correspondence and paperwork in an organized fashion.
- Know the national minimum standards and deadlines. By knowing what reports and forms and programs and events are expected of the Circle, you can plan ahead and not be suddenly surprised by a due date.
- Make a calendar of events for the Circle
- Schedule the year's Circle and committee meetings
- Over the summer, stay in touch with Circle members
- Communicate clearly & efficiently
- Document everything
- Read and distribute communications from national OΔK representatives
- Delegate responsibility
- Evaluate your progress

FACULTY OFFICER GUIDES

FACULTY ADVISER

The Faculty Adviser of the Circle should generally act as a facilitator in whatever area deemed necessary by the local Circle, such as service projects, leadership seminars, and general campus activities. The Adviser should assist the Faculty Secretary in every way possible and also serve in his/her absence when necessary. In the selection of new members, especially in regard to faculty, faculty emeriti, alumni and *honoris causa*, the Adviser should assist in soliciting input from the various administrative offices, and current faculty/staff and student members of the Circle. The Adviser should assist with the general communication between the faculty and student members of the Circle. The Adviser should also work to enhance the awareness of OΔK both within the student body and the general faculty for the benefit of the Circle and the institution.

FACULTY SECRETARY

Much of the success of an OΔK Circle on a college campus depends upon the work of the Faculty Secretary. This is a challenging position because it is the Circle's connection with the OΔK National Headquarters and, at the same time, is the key connection to the relationships with local administrators, alumni, faculty and students who are members of the OΔK Society. In accordance with OΔK tradition and the need for organizational stability, continuity and safekeeping of Circle records, the Faculty Secretary normally serves for a minimum two-year terms. However, the person holding the office may, of course, serve longer. The rewards for the Faculty Secretary lie in the knowledge that the high standards, honor and distinction of membership, and the continuing influences and services of Omicron Delta Kappa in collegiate life are, in no small measure, the direct results of the Faculty Secretary's work and counsel.

The Faculty Secretary has the task of retaining and encouraging the support and interest of the non-student members of the Circle for its activities and programs. The Society is unique in its organizational ideal of maintaining in one honor society a cooperative fellowship of leaders from all phases of college life. Omicron Delta Kappa, because it exclusively taps leaders for membership, can experience difficulties as a group; the members are already quite busy in the leadership of the activities for which they were recognized by their selection and can find it extremely challenging to give additional time in the service of Omicron Delta Kappa. This factor, along with all of those mentioned above, contribute to the significance of the role of the Faculty Secretary as well as to the challenges he or she must meet.

DUTIES & RESPONSIBILITIES

- Attend as many meetings as possible.
- The Faculty Secretary is responsible for the collection & submission of membership fees. If there is a separate Treasurer for the Circle, it is expected that he or she will work closely with and assist the Faculty Secretary. However, the submission of fees and forms to National Headquarters remains the responsibility of the Faculty Secretary as well as insuring that the finances of the Circle are handled in a business-like manner.
- Maintain a file containing all minutes of meetings of the Circle, a list of current and past members with their addresses and classifications, and all other records of the Circle.
- Act as custodian of the supplies and properties of the Circle, unless otherwise designated.
- Submit to the National Headquarters the following:
 - Certification of all new members: submit the membership certificate order form with all appropriate data & initiation fees not less than 21 days in advance of the initiation.
 - Promptly report the names, addresses, and telephone numbers of Circle Officers, by submitting an Officer Change Form.
 - Submit membership fees no less than 21 days in advance of the initiation.
 - Insure that the Circle promptly pays the annual \$62.50 Circle Affiliation Fee, when notified by the National Headquarters of OΔK.
 - Prepare and submit the required Circle Annual Report online to the National Headquarters by May 30 each year.
 - Send news items to the National Headquarters for possible publication in *The Circle*.
- Work with the Circle to maintain an active and involved group of faculty/staff members, thus assuring high quality and effective successors to positions as Faculty Adviser, and most importantly, Faculty Secretary.
- Work closely with the Faculty Adviser so that the Circle program of activities will be unified and cooperative. Work with the Circle to schedule and prepare notices of all meetings and activities. Work to make OΔK a known and viable force on the university or college campus.
- Assist the student officers in the arrangement of public tapping procedures, including local campus publicity and public relations with the community at large.
- Encourage the student leadership of the Circle to be mindful of the need for a carry-over group of juniors from one academic year to the next, in order that the Circle will continue successfully.
- Assist in a thorough orientation for new members by providing information and support and ensuring that all pertinent information is communicated.
- Help facilitate officer transitions.
- Be a resource for members especially in regard to college/university policies, regulations and services
- Encourage the Circle to use its campus (student activities, student government, etc.) and national resources (National Headquarters, etc.).
- Assist the Circle in finding funding sources on their campus, through avenues such as student government.
- Make sure that your OΔK Circle is current with its registration as a student organization with your student activities or dean of students' office. Advisers provide continuity and there are few better ways to provide continuity than by being a registered student organization in good standing.

FAQS

How do I access membership applications submitted online?

Circle Officers can login to an Officer section of our website. To login, you can either go directly to www.odk.org/login or you can click on the small key icon at the bottom of every page of our website. Your login information is your email address and your password. You can download login instructions for more help. To learn more about the Officer section of our website please review the Online Guide (www.odk.org/files/WebsiteInstructions.pdf)

How many individuals can we initiate?

A Circle may initiate up to 3% of the school's student population. For schools with a population of less than 800, you may initiate up to 5%. Circles may also initiate graduate students, as long as the number of graduate students does not exceed 50% of the total number of student initiates.

Where can I find honor cords/stoles and other merchandise for our Circle?

All merchandise can be found at store.odk.org. Click on the "Graduation" tab for honor cords and stoles and "Circle Supplies" for items for Circle meetings.

How can we honor an outstanding student leader in our Circle?

Nominate the student as your Circle's Leader of the Year. Your Circle's completed nomination form must be postmarked by March 15th. Nomination forms can be found on our website www.odk.org and instructions are located in the Awards section of the website.

How can we honor our Faculty Officer?

Nominate your faculty officer for the Morlan-Bishop Outstanding Faculty Officer Award. It is awarded annually. Instructions and application can be found on our website, www.odk.org.

How can we honor a member who has been helpful during the past year?

Recognition Certificates are available through National Headquarters & can be presented twice each year.

How can we honor outstanding community or national leaders who aren't alumni of our college or university?

Select them as an *honoris causa* member and initiate them.

How do I locate all of our members?

If Circle records are not complete or unavailable, contact the National Headquarters for help. We can send you a spreadsheet of your members and their current address, if available.

How do we find the OΔK alumni in our area?

Locating alumni will require a dedicated effort. The National Headquarters is able to complete a ZIP code search and provide you with the contact information of alumni either from your Circle or who live in your area (or both). Please contact the National Headquarters by phone or email odknhdq@odk.org with the ZIP codes for which you would like lists.

Some of our members aren't getting *The Circle*. Why?

The Circle is sent to the home or permanent address given on the membership form until that address is changed. Check to see if perhaps it is going to their parents' address. Make sure you update your information using our update form:

odk.org/update_your_information/form

How can a member order a replacement certificate or membership pin?

Replacement certificates and membership pins can be ordered through National Headquarters website at store.odk.org.

We know that our Circle is going to be late turning in a form, or we're going to miss a deadline. Should we still complete the form?

Yes! OΔK uses this information to fully evaluate the national organization. Reports, when received by the appropriate deadlines, are also used for award determination. One of the most valuable benefits of reports for either the Circle or the national organization is that of historical information. The National Headquarters retains these reports and can share them with a Circle when a Circle needs them.

Can I have a sample of ____?

The National Headquarters provides templates and examples of many different documents that might be useful for your Circle. Visit the officer references portion of the Web site to see all of OΔK publications, many of which contain sample documents, or request templates by e-mailing odknhdq@odk.org.

Where can I find official the official OΔK National Constitution and/or Bylaws?

All official governing documents are made available online. The National Constitution can be found at odk.org/files/ODKNationalConstitution.pdf and the National Bylaws at odk.org/files/ODKNationalBylaws.pdf.

OΔK NATIONAL EVENTS & DEADLINES

The OΔK national calendar can be found on our website at www.odk.org/news_and_events/calendar

IMPORTANT OΔK EVENTS

Oct. 26 & 27, 2010	Student Officer Success Webinar
December 3, 2010	OΔK National Day of Service 2010-2011
March 3-4, 2011	Faculty Secretary & Adviser Seminar; Lexington, Virginia
March 10-13, 2011	Campus Leaders Today, Community Leaders Tomorrow (CLT2); Richmond, VA

2010-2011 OΔK CIRCLE DEADLINES

November 1, 2010	Deadline for the winter issue of <i>The Circle</i> submissions to thecircle@odk.org
November 1, 2010	Deadline for Clay Grant applications
November 1, 2010	Deadline for Laurel Crowned Circle Award Nominations
November 15, 2010	Deadline for the Morlan-Bishop Faculty Officer of the Year Award Nominations
November 15, 2010	Deadline for Campus Leaders Today, Community Leaders Tomorrow (CLT2) Applications
November 15, 2010	Deadline for National Day of Service Project Forms
December 3, 2010	Deadline for receipt of \$62.50 Affiliation Fee charged to every active Circle.
December 3, 2010	Deadline for Faculty Secretary/Adviser Seminar applications
March 1, 2011	Deadline for submission of Foundation Scholarship applications
March 1, 2011	Deadline for the spring issue of <i>The Circle</i> submissions to thecircle@odk.org
March 18, 2011	Deadline for submission of Circle Leader of the Year applications
April 30, 2011	Deadline for Hogle-Roark Distinguished Service Award nominations
May 30, 2011	Deadline for submission of Circle Annual Report
May 30, 2011	Deadline for submission of Circle Officer Change Form
June 15, 2011	Deadline for submission of Circle Recognition Award applications