

**OMICRON DELTA KAPPA
2015-16 OFFICER TOOLKIT**

Your key to success.

Campus leaders today, community leaders tomorrow.

MISSION

Identify, honor and develop leaders in collegiate and community life.
Encourage collaboration among students, faculty, staff and alumni to advance leadership.
Promote and publicize our ideals.

VISION

As the most respected and effective leadership honor society, Omicron Delta Kappa strives for excellence in leadership and character development.

OUR IDEALS

Scholarship • Service • Integrity • Character • Fellowship

FIVE PHASES OF CAMPUS LEADERSHIP

Scholarship
Athletics
Campus or Community Service, Social and Religious Activities, and Campus Government
Journalism, Speech and Mass Media
Creative and Performing Arts

FAST FACTS

Founded: Dec. 3, 1914
Birthplace: Washington and Lee University
Colors: white, black, and light blue

Flower: blue delphinium
Number of living members: 252,864
Number of active circles: 292

NATIONAL STRUCTURE

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.

Society Board of Directors: The executive body of Omicron Delta Kappa.

Foundation: Omicron Delta Kappa's Foundation is a separate 501(c)3 organization and uses the money it raises to support leadership development programs and provide scholarships to OΔK members.

National Advisory Council: Members of OΔK's National Advisory Council represent OΔK's key constituencies—students, faculty secretaries, faculty advisors and alumni—and are appointed by the Board of Directors to serve two-year terms.

IMPORTANT OΔK EVENTS

- November 1, 2015 Deadline for Maurice A. Clay Leadership Development Initiative Grant
Omicron Delta Kappa's Maurice A. Clay Leadership Development Initiative awards small grants of up to \$500 to individual circles that that proposed specific programs to enhance leadership development on their campuses. This program is supported by the Omicron Delta Kappa Foundation, Inc.
- December 3, 2015 Founders Day
OΔK was founded on Dec. 3, 1914 by a group of 15 students and faculty members who wanted to recognize exceptional campus leaders and bring together people from all phases of collegiate life, for the purpose of sharing ideas and promoting mutual understanding. 100 years later, what began on the campus of Washington and Lee University has spread to college and university campuses across the country. At OΔK National Headquarters, located in the Society's birthplace of Lexington, Va., we take time every year to recognize our birthday, and we encourage circles to do the same.
- March 31, 2016 Deadline for Gen. Russell E. Dougherty national leader of the year
OΔK's Gen. Russell E. Dougherty National Leader of the Year Award honors an outstanding OΔK student member. Each OΔK circle selects their own Leader of the Year Award recipient to put forth as a national nominee. Following circle selection, students should complete the application below. Nationally, OΔK recognizes five candidates for the award, one for each phase of campus life.
- March 31, 2016 Deadline for foundation scholarships
To apply for an OΔK Foundation Scholarship, you must be an inducted member of Omicron Delta Kappa, plan to, or be currently enrolled in an accredited graduate or

professional program in the United States or abroad, and have earned a cumulative GPA of 3.5 (on a 4.0 scale) on all academic work.

April 14, 2016

National Day of Service

April 30, 2016

Deadline for annual report

The annual report is a great place to share the exciting things that have happened on your campus over the past year, as well as to provide feedback to OΔK's Society Board of Directors. By the time you complete this form, you should also be able to identify the names and contact information of next year's officers.

June 16 -19, 2016

Biennial Convention and Leadership Conference in Grand Rapids, Mich. *In even-numbered years, Omicron Delta Kappa hosts a national convention and leadership conference, with delegates attending and representing colleges and universities across the country. The 2016 Biennial Convention and Leadership Conference will be held June 16 – 19 in greater Grand Rapids on the campuses of Grand Valley State University, Ferris State University and Hope College.*

BEST CIRCLE PRACTICES

- Review and update circle bylaws each year.
- Send at least one delegate to drive-on workshops and the 2016 Biennial Convention and Leadership Conference.
- New member inductions held at least once each year, with membership forms submitted to National Headquarters ten business days in advance of the ceremony.
- Give careful consideration to choosing at least one person from each of the five phases of campus life when selecting members.
- Induct at least one faculty or staff member, alumni or honoris causa (one free each year).
- Engage four voting faculty/staff members (two faculty officers and two at-large) in voting matters and circle activities.
- Apply for a leadership development grant.
- Select a circle leader of the year.
- Pay annual affiliation fee.
- Submit annual report.

CIRCLE RECOGNITION OPPORTUNITIES

CIRCLE OF DISTINCTION

- Submit membership forms to National Headquarters ten business days prior to induction ceremony;
- Hold at least one induction ceremony per academic year;
- Pay affiliation fee;
- Complete annual report by April 30, 2016;
 - Sample components are:
 - Participate in the National Day of Service or otherwise designated service event.
 - Maintain regularly scheduled meetings.
 - Engage local alumni in circle activities.
 - Select recipient for circle leader of the year by March 31, 2016.

SUPERIOR CIRCLE

- Fulfill all requirements to be recognized as a circle of distinction;
- Send at least one representative to regional drive-in conference or national convention;
- Induct at least one faculty, staff, alumni or honoris causa member;
- Participate in nomination process for a national award.

PRESIDENTIAL AWARD OF EXCELLENCE

- Designated as a circle of distinction for five consecutive years; or,
- Designated as a superior circle for three consecutive years.

PROGRAMMING AND ACTIVITIES

To see the many different programs, activities and awards that our circles across the country are involved with, download the helpful circle programming examples found within the Officer Resources online at <http://odk.org/circle-officers/develop-programming/>.

Alumni Events	Community Service	Publications	Speaker Series
Awards/Recognition	Fundraising	Receptions	Tapping Ceremonies
Campus Events	Homecoming	Scholarships	
Circle Activities	NY Times in Leadership	Social Awareness	

DUTIES AND RESPONSIBILITIES

FACULTY SECRETARY

- Responsible for the collection and submission of membership fees.
- Maintain a file containing regular circle meeting minutes, a list of current and past members with their addresses and classifications, and all other records of the circle.
- Submit to the National Headquarters the following:
 - Membership certificate order form, via membership.odk.org, no less than 14 days in advance of each initiation ceremony.
 - Report the names, addresses, and telephone numbers of circle officers, by submitting an officer change form.
 - Pay the annual \$100.00 circle affiliation fee.
 - Submit the annual report online to the National Headquarters.
 - Send news items to the National Headquarters for possible promotion through OΔK's communications outlets.

FACULTY ADVISOR

- Assist the student officers in the arrangement of public tapping procedures, including local campus publicity and public relations with the community at large.
- Assist in a thorough orientation for new members by providing information and support and ensuring that all pertinent information is communicated.
- Make sure that your circle is current with its registration as a student organization with your student activities or dean of students' office.

BENEFITS OF MEMBERSHIP

As a member of Omicron Delta Kappa you can take advantage of many national, regional and local opportunities offered by the Society. Such opportunities include, but are not limited to, leadership conferences, recognition awards, circle grants, individual scholarships and networking opportunities. Being a member of OΔK is a commitment to leadership throughout your campus and community.

Activities and Programs

The Biennial Convention and Leadership Conference held once every two years, provides the opportunity for growth and learning at the national level, while also offering strategic leadership workshops and networking sessions. Regional drive-in workshops, held in the alternate years, offer similar growth and learning opportunities through the collaboration of institutions within a specific geographic region. Activities on the local level are at the discretion of each circle but often include sponsoring leadership forums and workshops, hosting campus and community-wide lectures, and participation in philanthropic, service projects.

Recognition

Membership in OΔK conveys recognition of the very top men and women at an institution who have attained a high standard of efficiency in collegiate activities and scholarship. Outstanding alumni, faculty and staff may also be honored as OΔK members, in addition to local, regional and national leaders that may be selected for honoris causa membership to a circle.

Networking

Through membership in Omicron Delta Kappa, students, alumni and faculty/staff members gain potential friendships with more than 250,000 men and women whose peers recognize them as both scholars and leaders. Members can connect on our Facebook Page (Omicron Delta Kappa), Twitter Profile (@ODK1914), and LinkedIn Group (Omicron Delta Kappa).

Value and Service

Continued service to one's institution and to the National Society can be achieved by serving on the Society Board of Directors, Foundation Board of Trustees, National Advisory Council (NAC), or a national committee.

ONLINE RESOURCES

The Omicron Delta Kappa website (www.odk.org) has a wealth of information and resources to support circle officers. In the About section of the site, there is a brief history of OΔK, profiles of the national leadership corps, and our governance documents including the National Constitution and By-laws of the OΔK Society as well as the Foundation By-laws. The Membership tab has information that your circle may want to share with prospective members. Each circle also has a page within the website that should be updated on an annual basis. Most importantly, the tab for the Circle Officers has links to several programming resources as well links to forms that help your circle keep its information current at the National Headquarters.

OΔK MEMBERSHIP SERVICES TEAM

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OMICRON DELTA KAPPA
The National Leadership Honor Society