[Date]

Congratulations!

You have been identified as eligible for membership in the Omicron Delta Kappa National Leadership Society (OΔK.) OΔK is the premiere leadership honor society recognizing the achievement of men and women in the areas of scholarship, athletics, community service/student activities, journalism/student media, and creative/performing arts. As a faculty or staff member at [Institution], we are offering you the opportunity to apply for membership

Omicron Delta Kappa (O∆K) was founded on December 3, 1914 on the campus of Washington and Lee University in Lexington, Va. O∆K is the premier honor society recognizing, first and foremost, individuals of unquestionable character, and second, attainment of special distinction in campus and community leadership. One of the founding tenants of O∆K is “that leaders from a variety of backgrounds and disciplines should affiliate in the spirit of mutual understanding to render service to the campus and community.” Our organization is intentionally inter-generational in that we invite juniors and seniors who rise to the top 35% of their class, as well as graduate students, faculty, staff, alumni, and civic leaders for membership. We focus on the development of collaborative leaders and promoting our ideals of scholarship, service, integrity, character, and fellowship.

Please take a moment to examine OΔK through its national website ([www.odk.org](http://www.odk.org/)). The following links will direct you to important information about our society:

* OΔK Fast Facts: <http://odk.org/odk/fast-facts/>
* Benefits of Membership: [http:/odk.org/members/benefits-membership/](http://odk.org/members/benefits-membership/)
* Honors Society Caucus Statement: <http://odk.org/honor-society-caucus/>
* OΔK Annual National Leadership Conference <https://odk.org/programs/nlc/>

[Short history of local circle. Background on programs and services provided by the local circle. If you are restarting, you may want to include a paragraph about the vision for the revitalized circle.] In order to help you make the decision about whether or not to apply, we have planned [number] Information Sessions. Please join us for one of these sessions to meet the current members and faculty officers.

Information Sessions (not required but recommended)

* [Date, Time, Location]
* [Date, Time, Location]

When you decide you want to apply, please follow these simple instructions.  Go to the Application form at:

https://membership.odk.org/audience/prospective\_members/membership\_application\_formComplete the application.

All applications are due by [Time, Date].

If you are selected for membership, Initiation will be [Day, Date] at [Time, Location] so hold this date in case you are selected to join.

Again, congratulations on your exceptional scholarship at [School]. Now, are you ready to take another step and be recognized for your contributions to your institution and your future?

If you have any questions, please contact:

[List names of officers who can be contacted]

Sincerely,

[Name and Title of Sender]