



OMICRON DELTA KAPPA

The National Leadership Honor Society

National Virtual Initiation Ceremonies Spring 2021

General Information

Omicron Delta Kappa provides the National Virtual Initiation Ceremonies (NVIC) as a service to our circles that may have difficulty planning and executing a virtual initiation ceremony. While circles should still make every effort to plan and host their own virtual initiation ceremony, OΔK realizes that in some circumstances this is not possible.

The National Headquarters will host five (5) virtual ceremonies in spring 2021. To provide an experience as close to the actual ceremony, participation will be limited to 250 initiates for each ceremony.

The NVICs should be considered the ceremony for a circle. They are not make-up ceremonies for individuals who miss a locally produced program.

Schedule

The schedule for reserving and providing the necessary information for each program is below. These deadlines should be considered firm in order to maintain the most efficient programming process.

Ceremony Date	Reservation to have circle attend Deadline	Presenter Information Deadline	Membership Order Deadline	Circle Slide Deadline	Presiding Officer
	(-30 days)	(-14 days)	(-10 days)	(-5 days)	
25-Mar-21	23-Feb-21	11-Mar-21	15-Mar-21	20-Mar-21	Dr. Tara Singer
15-Apr-21	16-Mar-21	04-Apr-21	5-Apr-21	10-Apr-21	Ms. Sally Albrecht
29-Apr-21	30-Mar-21	13-Apr-21	19-Apr-21	24-Apr-21	Dr. Willie Banks
13-May-21	13-Apr-21	20-Apr-21	3-May-21	8-May-21	Dr. Willie Banks
27-May-21	27-Apr-21	13-May-21	17-May-21	22-May-21	Dr. Tara Singer

Set-Up

The ceremony will be conducted via Zoom Webinar.

OΔK will provide the following:

- Zoom Webinar Platform
- Presiding Officer
- Logistics and Scheduling
- Program Management
- Digital Record Book
- Live Streaming and Video Recording

Participating Circles will provide the following:

- 1-3 circle officers who will be presenters.
 - Presenters will read parts of the official Initiation Ceremony Script. One person from each participating circle will be assigned one of these speaking roles
 - Opening Reflection
 - Three Voices
 - Closing Reflection
 - The circle will assign officers to the following speaking roles.
 - History of the Circle (1)
 - Name Readers (1-2)
- Initiates through the official membership order process
- PowerPoint Slides - see template later in this document

Communication and Invitations

The OΔK National headquarters will coordinate all communication with presenters and initiates once identified.

Circle officers who will be Presenters will be sent the following communications:

1. Ceremony Instructions upon registration
2. A specific Zoom invitation as a panelist/presenter about 3 days before the ceremony. This is a specific Zoom invitation and should not be shared.
3. A reminder Zoom invitation on the morning of the program.
 - a. Presenters will need to join the webinar no later than 6:30 p.m. on the day of their ceremony for a dress rehearsal of the program.

Initiates will be sent the following communications:

1. An email from OΔK (programs@odk.org) with Zoom instructions and instructions about how to participate about 3 days before the ceremony. Presenters will be copied.
2. A reminder Zoom invitation on the morning of the program.

Membership Orders

It is imperative that the membership order for each circle is completed and submitted by the deadline stated for the ceremony chosen. Because there may be as many 300 individuals involved in the ceremony, last minute changes and additions can be disruptive to the program. Circles that do not submit their membership orders by the deadline may be removed from the program and required to conduct their own initiation ceremony

Ceremony

1. The ceremony will be conducted in Zoom Webinar and streamed live through the ODK HQ YouTube Channel. Only presenters and initiates will be invited to the Zoom webinar. Circle members, friends, and family may watch the ceremony live via YouTube. We encourage individuals to congratulate their students in the chat feature of YouTube.
2. The ceremony will follow the standard initiation script. The full script will be provided to all presenters as both a MS Word doc prior to the ceremony. Ms. Sally Albrecht, Chair, OΔK Board of Trustees, Dr. Willie Banks, Chair Elect, or, Dr. Tara S. Singer, President and CEO, will serve as the presiding officer for the ceremonies and will speak where the presiding officer is listed in the script.
 - a. **Pre-Ceremony Information:** The presiding officer will provide directions and information in pre-ceremony remarks to the individuals on Zoom before the program goes live on YouTube.
 - b. **Introduction and Welcome:** Once the ceremony begins, the presiding officer will make welcoming comments and introduce the presenter for the Opening Moment of Reflection.
 - c. **Notable Speaker:** Following the reflection, each ceremony will have a notable member speak at the beginning of the ceremony. These OΔK members demonstrate passion and leadership to their fields. The list of speakers is below. Some dates are pending. Bios can be found on the OΔK website at this [link](#).
 - i. Val Ackerman - April 15
 - ii. Rick Bright - TBA
 - iii. Maurice Jones - March 25
 - iv. TBA
 - v. TBA
 - d. **OΔK History, Symbols, and Initiation:** The presiding officer will read about the history and symbols of the Society and begin the formal initiation ceremony. Circle presenters will read the provided text for each of the Three Voices.
 - e. **Oath and Pledge:** At the appropriate time, the Oath and Pledge will be administered by the presiding officer. We will ask the initiates to stand, wherever they are and if they are able, as a symbol of the unity.
 - f. **Reading of the Names:** After the Pledge and Oath are administered by the presiding officer, each circle will be called in alphabetical order or order of charter. Once a circle is called, a circle presenter to provide a brief history of the circle and names of the initiates of each circle will be read in alphabetical order by the circle officers.
 - i. **History of the Circle:** An officer from each circle will be asked to read a brief history of the circle. This should be no more than 2 minutes in length, include the charter date, significant alumni, importance on campus, and recent signature events. Remember, you are educating the entire OΔK YouTube audience about your circle.

- ii. **Reading of Initiate Names:** An officer (or officers) from each circle will read the name of the each initiate. Where a circle has more than 50 individuals, two (2) name readers may be used. The name, class, and hometown of each individual will appear on the screen but only the name will be read.
 1. Because the individuals being initiated cannot speak, we are asking that they type “I Accept” in the Zoom chat box as an affirmation of their acceptance.
 2. They will also be asked to sign the “Digital Record Book” so that we may provide a record to the circle of which members attended the ceremony.
- g. **Concluding the Ceremony:** The presiding officer will conclude the ceremony inviting a presenter to read the “Closing Moment of Reflection” and then making some brief informational remarks.

Post Ceremony

The ceremony will be recorded and posted on the *ODK HQ* YouTube channel within one week. Certificates and pins for circles will be mailed within 30 business days.

Creation of Initiate Slides

Each circle is required to create their own slides utilizing the template provided. The slides should have a campus image as a background, the name of the university and circle name if appropriate, and the OΔK crest.

There will be an opening slide and closing slide. Each initiate will have their own slide with their *name, year, and hometown.*



Completed slides must be submitted by the deadline so that they may be reviewed by National Headquarters staff and approved for use during the ceremony. Slides of initiates should be in alphabetic order by last (family) name. If you have any questions or concerns about creating your slides, please email Corinne Kenny, corinne@odk.org.

Logistics and Production Questions:

For questions about the ceremony logistics (reservations, lists, presenters, emails, and slides, contact Corinne Kenny, Membership Consultant (corinne@odk.org).

For questions about production (Zoom, recording, technical consideration, and broadcast), contact Tim Reed (tim@odk.org).