



OMICRON DELTA KAPPA
The National Leadership Honor Society

MyODK Circle Officer
BASIC INSTRUCTIONS FOR CIRCLE OFFICERS
2024-2025



Updated December 18, 2024

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What is MyODK?

DESCRIPTION OF THE PROGRAM

Revised: December 2024

What is MyODK?

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MyODK is a Member Engagement Platform (MEP) that provides members with 24/7 access to stay connected and engaged with OΔK throughout their lifetime. MyODK is powered by aarwinMEP, developed by JL Systems.

For Members

1. Permanent Record for your OΔK Experience
2. Update Personal and Professional Information (addresses, emails, career changes)
3. View all OΔK activities (officer positions, volunteer roles, events attended)
4. Access Member Benefits (links to members-only benefits)
5. Networking (connect with members through the Discord Communities, register for the National Leadership Conference, search for other OΔK members in your field)

For Circles

1. Application process with more customizable fields
2. Access to reports and data about members
3. National and local fee payment options during the recruitment process
4. Greater access to training and support

Revised: December 2024

How to Access a MyODK Account

LOG IN CREDENTIALS, CIRCLE EXECUTIVE PAGE, EDIT YOUR ACCOUNT

Revised: December 2024

Start at my.odk.org

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MyODK

Welcome to MyODK.
Log in to access your records or to complete your application.



Sign in with your email and MyODK password


Johnson Center for Leadership
ODK National Headquarters
224 McLaughlin Street
Lexington, Virginia 24450-2002
(540) 458-5336
odknhdq@odk.org

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Login Credentials

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Sign in below if you have a website account.

Username:

Password:

[Can't access your account?](#)

Not Registered?
 Don't have an account for Omicron Delta Kappa website? Create one in just a few simple steps. [Register Now!](#)

First Time: You should have received an email providing you with a link to set up your credentials. As a member of ODK, you already have a record in the portal. You need to activate it.

The **first time you sign in**, go to "Can't access your account?" You will need to enter an email. If the system does not recognize the email, you need to contact myodk@odk.org


If you have received a Quick Activation link, go to Register Now! and select Quick Activation.

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MyODK Home Page

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MyODK

Welcome to MyODK

Upcoming Events


Member Benefits

ODK Online Communities

You have not opted to ODK Online Communities. [Click here to opt in.](#)


Revised: December 2024

Your MyODK Account Dashboard



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General Membership Information



Upload Photo
Remove

Jamie Fussell Bouldin ([redacted])

[redacted]

Nacogdoches 75965-3219

Email: jamie@odk.org

Website:
<https://www.linkedin.com/in/jamiebouldin/>

Membership Info

Circle: Stephen F. Austin State University
 Type: Lifetime Member
 Initiation Member Type: Student Initiate
 Current Class:
 Initiation Date: 11/21/2004

Demographics

Description	Yes, No, Incomplete, or Unknown
Are you employed full-time?: Yes	
Current Employment Title	Director for Membership Services
Current Employer	

Governance

Current: [dropdown] - All Positions - [dropdown]

Name	Start	End
ODK SEF Board of Trustees		
- STAFF	7/1/2024	12/31/2099
Staff		
- STAFF	9/9/2023	12/31/2099

Account Actions

These are how you update personal information and access the Circle Executive Dashboard

Account Actions

- [Edit Profile](#)
- [Address Book](#)
- [Contact Information](#)
- [Demographics](#)
- [Bio](#)
- [Opt In and Out](#)
- [Circle Executive Dashboard](#)
- [Pay Outstanding Orders](#)
- [Change Username](#)
- [Reset Password](#)

Circle/Company Affiliations

[redacted] **University (Admin)**

Started: 9/23/2024

- [Pay Outstanding Orders](#)
- [Leave Company](#)

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Circle Executive Dashboard



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Three Sections

- Circle Officers Information
- Application Management
- Circle Reports

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Circle Executive Dashboard

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Campbell University - Circle Executive Dashboard

Welcome to the Circle Executive Dashboard

This dashboard allows circle officers to create and manage applications, create membership lists for download, and pay circle fees.

Please note: Not all features are active yet. We are rolling out features as officers and members become familiar with the system.

NEW FEATURE: The Member Export function is now operational. Circles can download lists of members through their Circle Executive Dashboard.

For assistance, email myodk@odk.org or call (540) 458-5336 during regular business hours (M-F 8:30 a.m. - 5:30 p.m. Eastern).

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Circle Executive Dashboard

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Circle Officers Information

All circles are required to have a Circle Coordinator, Faculty Advisor, Student President, Student Vice President, and a Treasurer (student or staff).

If the list of active officers below is not correct, please submit ADDITIONS or CHANGES by through the O&K webpage at [Update Circle Leadership](#)

NOTE: Student President does not show because she was entered on June 30, 2023. Student Officers automatically expire after one year unless they submit a new form or contact O&K to say their appointment has been extended.

Maximum Annual Student Initiates:

Circle Officers	Name	Email	Start Date
Faculty Advisor	Courtney Robbins Worsham	courtney.worsham@moore.sc.edu	7/1/2013
Circle Coordinator	Kimberly A. McMahon	kcmahon@sc.edu	1/12/2022
Student Vice President	Natalie Trimble	ntrimble@email.sc.edu	8/25/2023
Student Treasurer	Lauren Nicole Casey	lcasey@email.sc.edu	8/28/2023

The first part of the dashboard area provides information about the officers for which O&K has received Officer Agreements. This is required for Circle executives to have access to the Circle Executive Dashboard. Faculty Advisors, Circle Coordinators, Alumni Advisors and Circle Assistants must submit the **Circle Advisor Agreement**. Student officers must submit the **Student Officer Agreement**.

Revised: December 2024

Creating Your Membership Application

CIRCLES CAN ADD SPECIAL QUESTIONS AND FIELDS TO THE NATIONAL APPLICATION

Revised: December 2024

Application Development Process

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REVIEW

The application process requires that all fields be accurate when the application is finalized. Review all questions and items before starting the application creation process.

CREATE

MyODK is different from MMS. Each application is unique, and items from past applications are not used to create the next application. However, applications are available for officers to review.

PUBLISH

All application changes are live when the “submit” button is selected. Make sure everything is set before the application is saved.

Revised: December 2024

Application Structure

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The National Membership Application has two types of items:
Required (by the Society) and **Custom** (inserted by the circle).

Required items include the basic membership information (name, email, address, etc.) that is required and cannot be changed. The default application has the required items. If the circle does not change any fields, this is the application your prospective members will see.

Custom items are those that the circle chooses to select and add to the application. Only the items selected and approved by the circle will appear on the application seen by individuals on your campus. Circles are limited to the options shown and cannot create items specific to only their campus.

Revised: December 2024

Application Creation

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Application Management

Initiation Scheduled: 3/6/2025

Opens: 11/25/2024

Closes: 12/9/2024

National Payment Portal: Yes

Local Dues Payment Collected on Portal: No

Dues Amount:

Rules for Customizing and Activating Your Circle's Membership Application and Payment Portal

- **INITIATION DATE:** **The initiation date must be set first.** The application must close no less than 14 days before the initiation date.
- **MAXIMUM NUMBER OF APPLICATIONS:** The circle may now opt to set a maximum number of applications they will accept. Circles should remember to be selective, not exclusive, in its recruitment process. Once the maximum number of applications is reached, the application will automatically close and can only be reopened with HQ assistance.
- **APPLICATION DATES:** Application Open/Close dates are required for the application setup process. Once set, these cannot be changed without HQ approval.
- **PAYMENT PORTAL:** If the circle is using the MyODK payment portal for National Initiation Fees, the portal will automatically open when the application is APPROVED by the circle. **The portal will automatically close eight (8) calendar days before the initiation date unless the circle sets an earlier date.**

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Application Creation

Customize and Activate Your Circle's Membership Application

BEFORE you begin recruiting, the Circle must review, update, and activate your application. The application process requires:

1. a date for initiation,
2. open and close dates for the application, and
3. open and close dates for the ODK payment portal.

Custom questions with the ^ will only show on student applications.

[SETUP APPLICATION](#)

Revised: December 2024

Application Creation

Select Your Circle

Choose Circle

-- Select a Circle --

Circles with active applications will not appear on the dropdown list.

NOTE: Circle may only have one (1) application process open at a time. If you have an open application, you will not be able to start another one.

If this drop-down does not appear, it means the system has recognized you as the circle officer, and you need to proceed to set the dates.

Enter Your Dates. All Dates are Required Fields

Please enter the following information

Initiation Ceremony Date

mm/dd/yyyy

This cannot be changed, so be sure!

Date to open application

mm/dd/yyyy

Give yourself time to review, accept, and approve.

Last day to accept applications

mm/dd/yyyy

This date must be no less than 14 calendar days before the ceremony. #

Number of applications being accepted. Leave blank if no limit

Once this limit is reached, no more applications will be allowed.

Accepted applicants will pay online using the ODK National Payment Portal

-- Select a value --

Circles select to use the payment portal or have applicants pay the circle.

The application closes at 12:00:01 (a.m.) Eastern. Set your application for the date after you want it to close. Ex: For Dec. 1, set the date to Dec 2.

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Application Creation – Local Dues



ODK can now collect one-time local dues for circles in addition to the National Initiation Fee. Once initiation is complete and the Society ensures that all prospective members participated, ODK will send the local dues as either a check or an electronic payment to the circle. *Members pay a \$4 service fee regardless of whether local dues are added.*

To opt in to this while creating your circle’s application:

Please enter the following information

Initiation Ceremony Date	<input type="text" value="mm/dd/yyyy"/>	
Date to open application	<input type="text" value="mm/dd/yyyy"/>	← Opens at 12:00:01 Eastern
Last day to accept applications	<input type="text" value="mm/dd/yyyy"/>	← Closes at 12:00:01 Eastern
Number of applications being accepted. Leave blank if no limit	<input type="text"/>	
Accepted applicants will pay online using the ODK National Payment Portal	<input type="text" value="Yes"/>	← Choose “yes”
Would you like ODK to collect the Initiate’s first year of your Local Membership Dues?	<input type="text" value="Yes"/>	← Choose “yes”
How much are your local dues?	<input type="text"/>	← Enter the amount of local dues

Revised: December 2024

Application Creation



Select Custom Questions

How Custom Questions Work

The national application is dynamic using conditional logic. It *changes* based on the first two (2) choices made by the applicant.

When first opened in a web browser, ALL applicants see the same application.

1. The **first** change occurs when they select College/University. This narrows their choices to only that circle.
2. The **second** change occurs when they choose the Initiation Class. Juniors and Seniors may see a different application depending on the selection made in the Special Request Fields.
 - The application a prospective member sees will be determined by the “Class” they select. For example, if an applicant selects “Junior,” s/he will receive the application with academic data and custom questions. If the applicant chooses “Faculty/Staff,” s/he will receive an application that has only the fields the circle requires for them.

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Application Creation

Select the items you want members to answer. Then, all selected questions become required for the applicant to complete.

Please select the questions for applicants

SELECT ALL

UNSELECT ALL

- What is your anticipated graduation month/year (MM/YYYY)? ^
- Please include your LinkedIn Public Profile URL
- Are you a full-time student (enrolled in 12 credit hours or more each semester)? ^
- Please list your Activities and Leadership Positions for the Academics and Research Pillar
- Please list your Activities and Leadership Positions for the Athletics Pillar
- Please list your Activities and Leadership Positions for the Service to Campus and Community Pillar
- Please list your Activities and Leadership Positions for the Communications Pillar
- Please list your Activities and Leadership Positions for the Creative and Performing Arts Pillar
- Which of our pillars speak most to you and why? Academics, Athletics, Service, Communications, or Arts. (250 word max.)
- What do you hope to achieve through your membership in Omicron Delta Kappa? (250 word max.)
- Describe how you expect to be engaged in our circle's programs.

NOTE: Items with a carat “^” at the end will not appear for faculty, staff, alumni, and honorary applicants

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Application Creation

Review the Application Questions

This is a crucial step. You cannot change questions once the application set-up is complete.

Please review the information you entered

Is there a limit to the number of applications being created -

Date to open applications - 2024-08-29

Last day to accept applications - 2024-09-12

Initiation Ceremony Date - 2024-10-10

Note: The application closes at 12:00:01 Eastern on this date. If you want to include this application date, set the close date to the next day (2024-09-13)

Application Questions you selected

What is your anticipated graduation month/year (MM/YYYY)?

Are you a full-time student (enrolled in 12 credit hours or more each semester)?

Describe your most significant leadership experience while attending college/university (250 words max)

What is your personal leadership philosophy? (250 word max)

What about your personality, skills, beliefs, or characteristics has contributed to your unique leadership style? (250 word max.)

Check and submit if you are ready and the above information is correct.

Once submitted any questions missed cannot be added to the application. Carefully review your application questions. Click the Previous button below to edit your selection if needed.

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Special or Surprise Initiation

Many circles want to surprise a faculty member, alumnus, or honorary member with initiation into ODK. That is perfectly fine to do. Please note the following:

This is the **ONLY** time you can complete an application for the individual.

This shall not be used for student initiates. This form should be used for NEW Circle Advisors.

To complete a Special Application, select the button in the Application Management dashboard. Before starting the application, make sure you have the required information about the person. **Individuals submitted through this form will be invoiced directly to the circle.**

NEW! One additional feature is that you can search the database to see if the person you are inviting is already a member.

Special Applications

Use this link to create and submit special application. Special applications are used for Honorary Members and Faculty/Staff or Alumni members receiving a "surprise" or "unannounced" membership from the circle. Special applications are not permitted for student initiates.

[SPECIAL MEMBERSHIP APPLICATION](#)

Begin your search by entering the first few characters of the person's last or first name below. Enter at least 2 characters in the last name field (required).
If you are unable to locate the individual, [click here](#) **to add them to the database.**

First Name <input style="width: 90%;" type="text"/>	Last Name <input style="width: 90%;" type="text"/>
SEARCH	CLEAR SEARCH

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Application Review and Approval

FOUR STEPS TO APPLICATION PROCESSING

Revised: December 2024

Application Review and Approval

There are four (4) steps in the Application Review and Approval Process:

1. Step 1 - Review Applications
2. Step 2 - Accept/Reject Applications
3. Step 3 - Verify Payment and Approve for Membership
4. Step 4 - Submit the Certificate Order

For on-campus or in-person initiation ceremonies: All of these steps should be completed no less than 14 calendar days prior to your initiation ceremony. This ensures that OAK can process your order, print certificates, and ship them to you in time. Many times this takes less than 14 days. The minimum time allowed is seven (7) days before the ceremony.

Only circle officers are permitted to access applications. Applications can be printed or downloaded for a committee to review.

Advisors can download a spreadsheet of application information to provide to officers or committees as well.

IMPORTANT NOTICE: Circle advisors or other members of the circle are not permitted to complete an application for the initiate. This includes FACULTY/STAFF and ALUMNI* because the application constitutes a contract and includes permissions that the member must accept. A third party may no longer complete the application for the initiate. A third party can complete Honorary and Special Initiates* but MUST include all required information accurately submitted.

*If the circle seeks to surprise a Faculty/Staff or Alumni member with induction into OAK, then a circle advisor may complete the application form for that individual.

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Step 1: Application Review

Review and Approve Membership Applications

Circles should follow their pre-determined recruitment and selection plan to review and accept applications. NOTE: the application system will automatically close based on dates established by the circle. Once those dates are set, a circle can not alter the timeline.

APPLICATION MANAGEMENT ← To access applications, select Application Management

Start by filtering by initiation date. Although you can have only one application active, uncleared data from previous applications may still appear if you do not filter by the initiation date.

Application Management

To de-select a search term, click "Clear Search" below.

First Name Last Name

Filter by Applicant Status:

Filter by Initiation Date:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

24 records

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Correcting the Personal Data

If you find a problem with the information provided on a National Membership Application, you can ask the individual to change their Personal Data, or an officer may edit the information BEFORE you submit the final order.

1. Open the Application
2. Select and Open the Member Application
3. Locate the item with the issue
4. Change the information (e.g. correct the name spelling)
5. Scroll to Bottom, Select Save Changes

Print	Name	App/Init Date	Class	Status
<input type="checkbox"/>	Mr. George McKenzie Bado	11/15/2023 12/01/2023	Alumni	Submitted
<input type="checkbox"/>	Miss Alexia Chavez-Brown	11/15/2023 08/10/2024	Junior	Accepted

Personal Data

Maiden or Previous Name: (Please include only if your family name was change APPROVAL for MY NAME on the MEMBERSHIP CERTIFICATE. This is how your name will appear on your certificate. You may change or correct

Verify your full name as it should appear on your certificate. ODK requires both a school email and a non-school/permanent email to be able

Prefix:
Mr. _____
First Name*
George _____

SAVE

You must select "Save" to keep the updates made in the above section.

NOTE: Once the application has been submitted, the information in Custom/Initiate Questions cannot be changed.

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Step 2: Accept or Reject

Each circle has its own process by which they review and vote on candidates for membership. Circles may choose to print applications to PDF and distribute them for review, or print hard copies.

- a. Select applications to print
- b. Click print applications

- Once all applications have been reviewed and the circle has voted, return to the Application or to the Applications panel to Accept or Reject each application.
- Rejected applications will be removed from the list and stored for future reference.
- Accepted applications will appear with the bold term "Accepted."

SELECT ALL TO PRINT CLEAR ALL FROM PRINT

PRINT SELECTED APPLICATIONS

ACCEPT ALL REJECT ALL CLEAR ACCEPT / R


SAVE

Print	Name	App/Init Date	Class	Status	Sub	Acc	Rej	Fee Circle	Fee ODK	Initiation	Cert
<input type="checkbox"/>	Mr. George McKenzie Bado	11/15/2023 12/01/2023	Alumni	Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No
<input type="checkbox"/>	Miss Alexia Chavez-Brown	11/15/2023 08/10/2024	Junior	Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No
<input type="checkbox"/>	Ms. Natalia Chavez-Brown	10/12/2023 12/01/2023	Junior	Accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No
<input type="checkbox"/>	Miss Michaela	11/05/2023	Junior	Accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No

Print	Name	App/Init Date	Class	Status	Sub	Acc	Rej	Fee Circle	Fee ODK	Initiation	Cert
<input type="checkbox"/>	Mr. George McKenzie Bado	11/15/2023 12/01/2023	Alumni	Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No
<input type="checkbox"/>	Miss Alexia Chavez-Brown	11/15/2023 08/10/2024	Junior	Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No

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Application Dashboard




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Print	Name	App/Init Date	Class	Status	Sub	Acc	Rej	Fee Circle	Fee ODK	Initiation	Cert
<input type="checkbox"/>	Mr. George McKenzie Bado	11/15/2023 12/01/2023	Alumni	Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No
<input type="checkbox"/>	Miss Alexia Chavez-Brown	11/15/2023 08/10/2024	Junior	Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No

Print	Name	App/Init Date	Class	Status	Sub	Acc	Rej	Fee Circle	Fee ODK	Initiation	Cert
<input type="checkbox"/>	Elizabeth Anderson	08/11/2024 08/25/2024	Junior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	Kaylee Carlson	08/10/2024 08/25/2024	Senior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	Sierra Cechura	08/09/2024 08/25/2024	Junior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	Mackenzie Clayton	08/11/2024 08/25/2024	Junior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	Charles R Cleghorn, Jr	08/12/2024 08/25/2024	Senior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	Graham Hughes	08/10/2024 08/25/2024	Senior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	Susan Jessica Giest	08/11/2024 08/25/2024	Junior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	Sydney Gore	08/11/2024 08/25/2024	Senior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	Keelee Marie Griffin	08/09/2024 08/25/2024	Senior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	Katelyn Rachel Griffin	08/12/2024 08/25/2024	Junior	Accepted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No

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Application Status Messages



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At each stage of the application process, the applicant will be notified of their status. The following are the messages they will see on their Applicant Dashboard.

* There are different messages depending on the payment process.

This is what appears on the Applicant Dashboard

Membership Info
 Circle: University of Houston
 Type: Lifetime Member
 Initiation Member Type: Student Initiate
 Current Class: Senior
 Initiation Date: 10/8/2024
 Status: **SUBMITTED (Application pending acceptance)**

Status	Dashboard Message	Confirmation Message
STARTED	(Application pending submission)	You have started the membership application.
SUBMITTED	(Application pending acceptance)	Your application has already been submitted.
ACCEPTED	(Application pending approval)	Your application is pending payment. Please select PAY YOUR MEMBERSHIP FEES at link below.
APPROVED	(Application accepted and paid)	Your application has been accepted and paid.
COMPLETED	(Completed)	Your initiation has been completed.
REJECTED	(Rejected)	Your application for membership in Omicron Delta Kappa has not been accepted by the circle through which you applied. Your MyODK profile will remain active to allow you to apply again in the future. If you have questions, please contact a Circle Advisor.

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Step 3: Membership Payment

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For Circles using the MyODK payment portal:

1. Upon acceptance:
 - a. Application status becomes: *ACCEPTED (Application pending approval)*
 - b. Application message will be: *Your application is pending approval. Please check your outstanding orders to pay your initiation fees.*
2. Upon payment:
 - a. Application Status becomes: *APPROVED (Application accepted and paid)*
 - b. Application message will be: *Your application has been approved and paid.*
 - c. And, they will receive an email confirmation of payment.
3. After Initiation Ceremony (without changes to record)
 - a. Application Status becomes: *COMPLETED*

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Step 3: Membership Fee Verification

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Circles not using the MyODK payment portal will need to verify payment on the Circle Executive Dashboard.

Applicants for Circles not using the MyODK Payment portal will see these messages.

1. Upon acceptance:
 - a. Application status becomes: *ACCEPTED (Application pending approval)*
 - b. Application message will be: *Your application is pending approval. Your circle is not using the MyODK payment portal for this initiation. Please contact your circle advisor to pay your initiation fee.*
2. Upon payment:
 - a. Application Status becomes: *APPROVED (Application accepted and paid)*
 - b. Application message will be: *Your application has been approved and paid.*
 - c. And, they will receive an email confirmation of payment.
3. After Initiation Ceremony (without changes to record)
 - a. Application Status becomes: *COMPLETED*

Revised: December 2024

Certificate Orders

Revised: December 2024

Certificate Order Rules

MyODK
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What is the Certificate order?

This is the official request to process the memberships for the individuals the circle will initiate soon. From this order, the OAK National Headquarters staff create the individual certificates and provide the Key of Membership pins for the individual.

The following are the rules for submitting a certificate order. Beginning in December 2024, these rules are strictly enforced to prevent duplicate orders, additional certificate processing, and increased shipping and labor costs.


- 1) The order must be submitted no less than 7 calendar days before the ceremony.
- 2) **Only ONE (1) order per initiation date is permitted.**
- 3) Once the order is submitted, no additions can be made. Please be sure all candidates approved for the initiation are included in this order.
- 4) No payments to the national payment portal will be accepted once the order is submitted.

When you are ready to submit, select the Certificate Order Form button in the Circle Executive Dashboard.

[CERTIFICATE ORDER FORM](#)

Revised: December 2024

Certificate Order Form



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Select which address for shipping. →

Initiation date is automatically inserted →

Ship date, type and tracking are provided by OΔK →

List of initiate names →

Certificate Order Form

Shipping Information

Please select the shipping address. *(Address must not be a P.O. Box.)*

Dr. Kent Sun 23320 15 Mile Rd Big Rapids, MI 49307-8202 (Work) ▼

Please choose the initiation event

Ferris State University OΔK Membership Application - Initiation Ceremony August 2024 ▼

Initiation Date 8/25/2024

The below individuals are approved and were marked as paying their fee to the circle.

Ship Date: 08/19/2024

Tracking #: 1225610349576

Shipment Type: UPS ▼

Arrive Date: 08/21/2024

Ship Notes:

Mark Certificate as UnPaid


Member's Names

Elizabeth Anderson

Kaylee Carlson

Revised: December 2024

Amount Owed Section



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To fully demonstrate what the circle will owe upon submission of the order, this section has been revised. The order below shows what an order would look like with expedited shipping.

Matthew Jay Wynia

Order Summary

Sophomore	3
Junior	7
Senior	17
Graduate Student	5

Certificate & Pin Delivery

OΔK will ship the certificates and pins to the circle via UPS. Shipping usually takes two business day ceremony, check the overnight shipping box below. If your ceremony is on a weekend, please provide the date.

Order Review

Once you submit this form, your order will be processed. An invoice will be emailed to the circle co-responsible for payment of the invoice within 30 days of receipt.

Amount Owed

Total Membership Fees Owed	\$0
Total Discounts	(\$188)
Total Order	\$0

← Count by class of initiates

← Cost for expedited shipping is usually (\$70 - \$100)

← The circle owes OΔK for members who paid the circle locally

← Credits for members who paid online, free advisor, free honorary


← Total owed to OΔK, which will be invoiced.

Revised: December 2024

Circle Reports

Revised: December 2024

Circle Reports



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Circle Reports
The following reports are available for circle executives.

Past Initiation (Certificate) Orders
This link only allows Circle officers to view past orders placed through MyODK. For orders before July 2024, contact the National Headquarters for assistance.

[PAST CERTIFICATE ORDERS](#)

Member List Export
Circles can download a list of members by status and initiation year by selecting the Member Export button below.

[MEMBER EXPORT](#)

Circle Standards
The Circle Standards are in development and will be posted in this location.

[CIRCLE STANDARDS](#)

Annual and Health Reports
Download the current and last five years of Annual and Health reports that the circle has provided OJK National Headquarters.

Current Annual PDF: None
Last 5 years Annual Report: None
Current Health PDF: None
Last 5 years Health Report: None

Revised: December 2024

Instructions for Applicants

THE NEW PROCESS IS EASIER BUT STILL NEEDS EXPLANATION

Revised: December 2024

Instructions to Applicant

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MyODK is different from MMS because each applicant must create an account to gain access to the application.

These accounts will eventually be deleted if the applicant is not accepted and initiated.

Steps to Apply


1. Create and Activate an Account on my.odk.org
2. Go to the Applicant Dashboard in Manage My Account OR use the "Apply for Membership" button on the homepage

The screenshot shows a user profile page for Mr. JE Bear (#1401022). The page includes an 'Upload Photo' button, contact information (224 McLaughlin St, Lexington, VA 24450, Email: programs@odk.org, Phone: 540458-5345), and a 'Demographics' section with a description box containing the text 'There are no demographics to display.' To the right, there is a 'Membership Info' section with the note 'No membership information on record.' Below these are two main menu sections: 'Account Actions' and 'Company Affiliations'. The 'Account Actions' menu includes: Edit Profile, Address Book, Contact Information, Demographics, Bio, Opt In and Out, Applicant Dashboard (highlighted in yellow), Pay Outstanding Orders, Change Username, and Reset Password. The 'Company Affiliations' section is currently empty with the note 'Not affiliated with any companies.'

Instructions for Applying can be found at: <https://odk.org/members/apply-for-membership/>

Revised: December 2024

Instructions for Application



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3) Start Application

Applicant Dashboard

Welcome to the ODK National Lifetime Membership Application portal on MyODK. The status of your application or membership is below. Please note: Not all features are active yet. We are rolling out features as officers and members become familiar with the system. For assistance, contact myodk@odk.org at any time or call (540) 458-5336 during regular business hours (M-F 8:30 a.m. - 5:30 p.m. Eastern).

START APPLICATION

Account Actions

- [Edit Profile](#)
- [Address Book](#)
- [Contact Information](#)
- [Demographics](#)
- [Bio](#)
- [Opt In and Out](#)
- [Applicant Dashboard](#)
- [Pay Outstanding Orders](#)
- [Change Username](#)
- [Reset Password](#)

4) Edit Profile if necessary – NOTE: Anytime the profile is changed, it automatically updates the application.


5) Select a Circle

Choose your Circle

-- Select a Circle --

Revised: December 2024

Instructions for Application



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6) Applicant completes the following steps:

- Personal Data – updating and adding as necessary
 - **Applicants must enter two email addresses**
- Initiation Data
 - Class
 - Pillars
 - Marketing Information
 - Legacy Information
- Demographic Data (only birthdate is required)
- Academic Information
- Employment Information (if full-time employee)
- Custom Questions (Initiate Questions)
- Review and Save or Submit

Initiation Data

Select an Initiation Class. *

junior

Please select which of the ODK Pillars in which you are active. *

- Academics and Research
- Athletics
- Communications
- Creative and Performing Arts
- Service to Campus and Community

How did you learn about Omicron Delta Kappa National Leadership Honor Society? Select all that apply. *

- Campus advertisement (e.g., campus newspaper, poster/flyer, electronic display)
- I know friends/other students who are in ODK
- A member of my family is in ODK
- I received a general invitation to join from my circle
- A faculty/staff member recommended ODK
- Online search (e.g., Google, Bing, Yahoo)
- I learned about ODK through my Merit Page connections
- I received an invitation from the ODK National Headquarters
- Social media (e.g., Facebook, Instagram, Twitter)
- A student member of ODK recommended me
- Other

Are you an ODK Legacy? A legacy is a member of your family inducted into ODK at any circle, in any year, even if that circle Do you have a relative that is a member of ODK? *

No
 Yes

Revised: December 2024