



# OMICRON DELTA KAPPA

The National Leadership Honor Society

## Make-Up (Desk) Ceremony Instructions

Circles are permitted to conduct make-up or “desk” ceremonies after the initiation ceremony. This allows individuals who were unable to attend to complete the initiation ritual as required by the National Bylaws. Make-up ceremonies should be conducted within two weeks of the original ceremony.

Guidelines for utilizing the desk ceremony option:

- Circle leadership should reach out to their circle contact (<https://odk.org/circle-contacts/>) before conducting a desk ceremony.
- The circle should aim to have everyone attend the initiation ceremony and only utilize the desk ceremony when necessary.
- If an initiate misses both the initiation and the desk ceremony, circle leadership should notify their circle contact and make plans to return that certificate and pin to national headquarters. These initiates are not members of Omicron Delta Kappa since they did not participate in the initiation. If eligible, these individuals can reapply through MyODK in a future recruitment cycle.
- A desk ceremony should only be held for a few members. If there are more than 10, the circle should have a full second ceremony.
- When possible, the desk ceremony should be done in person so that the individual(s) leaves with the certificate and pin and has signed the record book. If the desk ceremony is conducted virtually, arrangements must be made for the certificate and pin to be mailed and for the individual’s signature to be added to the record book.

Guidelines for the Shortened Initiation Program:

- The more formal elements of the initiation program (candles, academic regalia, flowers, use of the OΔK tablecloth/podium cloth/key) are not needed.
- Have the certificates and pins for the initiate(s) as well as the Record Book and a pen.
- Utilize Pages 8-11 of the Initiation Script. This can be downloaded in Word format here (<https://odk.org/circle-officers/initiation/>)
  - The initiate(s) will be given the certificate and pin and will sign the record book at assigned points in the script.

Updated: July 15, 2025