Transitions will be here soon! As we all prepare for officer transitions, make sure that you’re noting the things you’ve learned and what you hope to pass along to the next officer. It’s also important to add your CAB counterpart in these conversations so they can best support the member who is elected to serve in your position for next term. This is a great connection point to make sure our transition process is the best it can be!

**President**

**Finish strong:** With elections coming up, close out your term as chapter president on a high note! You can lead your council and chapter to stay motivated through the end of the semester, setting the tone for next semester. Finish your term strong and encourage all of council to do the same. Your job is not finished yet, and you still have time to make an impact on your chapter!

**New Survey:** KD is launched a Membership Net Promoter Score (mNPS) Survey on Oct. 1! If you aren’t familiar with a Net Promoter Score, this new survey will help your chapter gauge the quality of your chapter’s membership experience and how likely your chapter’s members would recommend their KD experience on a monthly basis. With this information, your governing council will be able to strategize in real time how to engage your chapter for better retention and morale. This short 1 minute survey should be completed at the first chapter of every month and can be found here.

**VP-Events & Programming**

**Girl Scout Events:** Interested in connecting with local Girl Scout Councils to find ways to get involved and support existing events? Use the Girl Scout Council Finder! Work with your director of philanthropy and community service and reach out to the council’s volunteer team. Introduce yourself, start planning and solidify dates for both the chapter and Girl Scout calendars. Check out these helpful links as you start planning: [Facts about Kappa Delta and Girl Scouts](#) and [Ideas for Working with Girl Scouts](#)

**Social Events:** Collaborate with your director of social events and vice president-inclusion to ensure that the event is safe and that the themes and outfits are culturally appropriate. For ideas, check out our [Social Event Themes and Ideas!](#)

For all events this fall, don’t forget to fill out the [Event Notification Sheet](#) and submit your Events and Programming Report under the Chapter Officer Forms on Member Portal!
**VICE PRESIDENT**

**Meeting Minutes:** Please remember to send chapter meeting and governing council meeting minutes to your CAB counterpart and LDC! You can also upload chapter meeting minutes to the Member Portal under “Chapter Documents” so chapter members can always have access to previous minutes!

**Officer Transition:** Elections and officer transitions are quickly approaching! Review the Guide to Slating and Elections, and fill out the timeline template and OT Plans Report so you can review with your CAB and create the most successful transition plan!

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**VP-FINANCE**

**IRS Form 990:** The IRS Form 990 is due to the IRS on Nov. 15. If using AGL, please keep an eye out for any communication they send to you and respond timely. After your signed Form 990 has been submitted to the IRS, uploaded that signed copy to the Member Portal under the ‘Finance Officer Forms’ tab. If your form is electronically signed using the e-file authorization Form 8879 or your state requires additional filings, upload those, too. Let your CAS know if you have questions or concerns.

**Guidelines for Payment Plans:** While the majority of your members should pay their dues based on the timing determined in your budget workbook, some situations may require payment plans. If a member’s Payment Plan Application is approved, she still pays her full dues – it’s just paid on a different timeline. Check out the Billhighway Payment Plan Options for more information.

**Officer Transitions:** Officer transitions are coming soon! As you prepare to train the next VP-F, try and think about all you learned over the past year in your position. What would you have done differently? What worked well and what didn’t? Note these in the VP-F Transition Supplement and VP-F Transition Checklist and share them with the new VP-F so she and your chapter can be successful next year!
VP-LEARNING & DEVELOPMENT

**New Members:** Some of you might have welcomed new members to your sisterhood and others are preparing for a new member program in the spring. Make sure that while you are preparing for transitions you are writing down notes and takeaways from your position! This is a great time to reflect and prepare for the future.

**Plaid Programs:** Thanks to the Kappa Delta Foundation and their funding, KD continued our partnership with Plaid and need all of our new members (from the 2022 calendar year) and our third-year members to complete their courses this term. Detailed instructions with access codes are located in the Resource Library and are linked [here](#). Reach out to your LDC know if you have any questions.

VP-RECRUITMENT & MARKETING

**Managing Recruitment Documents after Recruitment:** For the integrity of the recruitment process and the confidentiality of membership information, it’s important that our members don’t save any recruitment materials saved to their personal phones, laptops, tablets, etc. Follow these best practices to secure our membership information:
- The computer chair should erase all release and flex lists from their computer.
- Flash drives should be given to the CAB-R&M.
- VP-I should erase all CEVC submissions and inquiries from their inbox.
- Permanently delete all documents, spreadsheets, and forms from Google drive.

**Tips for a Successful COB**
- Be a COB enthusiast! COB is a great way to recruit more amazing members into Kappa Delta in a more informal setting. You can promote COB and share the [Self-Recommendation Form](#) with potential new members on your local chapter’s social media platforms.
- Speed is key! Reach out to potential new members as quickly as possible to invite them to a sisterhood event or a coffee date.
- Get creative when building a list of potential new members. Encourage members and alumnae to share names of women through the [PNM Notification Form](#). Ask new members for names of unaffiliated women they know. Look at the withdrawn PNM list from primary recruitment. Check campus leadership rosters and identify names of transfer students. Approach an entire club or organization about joining. The sky is the limit!
- Invite potential new members to on-campus and sisterhood events! Plan chapter-wide events and individual meetings to help the chapter get to know a PNM.
- Hold MSS and a chapter vote. All women who are recruited through COB should be evaluated in MyVote. The chapter should facilitate MSS to extend bids. You can check out the [MSS Process Document](#) for guidance.
- Don’t forget that your chapter will need to COB until you’ve reached total! Permission to stop COB is approved by your CMS.

**Share Your Chapter’s Recruitment Video:** Kappa Delta Headquarters wants to highlight our chapters’ recruitment content! You can share footage here by creating a folder with your chapter’s name and uploading your recruitment video. For copyright purposes, please indicate whether a third-party videographer filmed the footage.
VP-RECRUITMENT & MARKETING (continued)

Post Recruitment Surveys: We hope all of our fall recruiting chapters had a great Bid Day! We have two membership surveys that your members and new members will need to complete following primary recruitment. Collaborate with your VP-Learning & Development to get these surveys out to your membership:

- **New-Member Recruitment Survey** (taken during Stage 1 for both primary recruitment and COB new members)
- **Initiated Member Recruitment Survey** (taken during first chapter meeting following primary recruitment)

Roster Updates: Collaborate with your chapter President to update your chapter roster on the Member Portal! This includes adding new members from primary recruitment and/or COB, as well as removing any members who may have graduated or left school.

Create a Value Proposition: Strengthen your chapter’s recruitment and marketing efforts by creating a value proposition unique to your chapter and campus! The new Value Proposition Toolkit on the Resource Library provides a step-by-step process to highlight the value and benefit of joining your sisterhood.

PANHELLENIC DELEGATE

**NPC Total:** NPC has approved the following four total setting methods for all college Panhellenics with the objective of growth in mind.

1. Average or median chapter size, whichever is larger.
2. Midpoint between median chapter size and largest chapter size.
3. Largest chapter size
4. Largest chapter size plus up to 20 additional members.

Any Panhellenic that has chapter housing and the majority of the chapter facilities are not at capacity must use total setting method number four. Reach out to your Panhellenic Specialist if you have any questions!

**Panhellenic Exec Elections:** Panhellenic Executive Officer elections are coming up soon! Please begin encouraging your chapter members to run for Panhellenic Executive positions!

**Questions or Concerns?** Please contact your Panhellenic specialist if you have any questions or concerns regarding recruitment, resetting total, changes to bylaws or other governing documents. The Panhellenic specialist team is listed below:

- Divisions 1, 4, 17 – Samantha Dutton, samanthakd1897@gmail.com
- Divisions 2, 7 – Leslie Merritt, leslie.merritt@mtsu.edu
- Divisions 3, 11, 18 – Kim Ryan, kimfloodryan@aol.com
- Divisions 5, 6, 8 – Cheryl Sizer, csizerkd@gmail.com
- Divisions 9, 13, 15 – Karen Fesmire, vuktf@aol.com
- Divisions 10, 12, 14 – Corre Stegall, corre@LaTechalumni.org
- Divisions 16, 19 – Julie Johnson, jjohnsonkd@gmail.com

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