

# Florida Alpha Delta Kappa

## Checklist for Establishing an Alpha Delta Kappa Collegiate Club (AΔKCC)

### Terminology:

**Sponsor** - Alpha Delta Kappa sister in the chapter who will serve as the sponsor of the Collegiate Club

**Advisor** - college/university employee who is or will be an Alpha Delta Kappa member

—	1.	An interested Alpha Delta Kappa member, who will serve as the sponsor of the club, will review the process found on the Florida Alpha Delta Kappa website to become familiar with the necessary steps and forms for establishing a collegiate club.
—	2.	The sister interested in sponsoring a collegiate club will need the support of her chapter. Discuss the Checklist for Establishing an AΔKCC and the document Sustaining an AΔKCC from the Florida state Alpha Delta Kappa website.
—	3.	Contact the Florida Alpha Delta Kappa liaison(s) to share the interest of the chapter or individual(s) in sponsoring a collegiate club and to determine the next steps in moving forward with the process.
—	4.	Contact the Chairman of the Collegiate Clubs Board of Directors to share the interest of the chapter in sponsoring a collegiate club and to determine the next steps in moving forward with the process. The Collegiate Clubs Board of Directors will notify Headquarters of your interest in establishing a collegiate club and will keep them informed of progress made.
—	5.	If the interested chapter has a current member who is an employee of the college/university who is interested in being the collegiate club advisor, then proceed to step number 8.
—	6.	The sponsor will then work with the college/university to find an advisor(s) who is <b>an employee of the college/university</b> who will work with the club.
—	7.	Invite the advisor(s) to your Alpha Delta Kappa meetings <b>with the intent of offering membership</b> at the appropriate time.
—	8.	The sponsor and advisor will need to investigate the college/university guidelines for sponsoring a club.
—	9.	Begin talking with education majors or students in education-related fields of study to see if there is an interest in this type of club. You will most likely have to explain how this club is different from existing clubs on campus.
—	10.	Establish membership criteria for potential members (see the sample Constitution template and supporting documents).
—	11.	Assemble all paperwork required to begin a collegiate club at the college/university. Using the template provided on the Alpha Delta Kappa website, submit a constitution to the college/university; include university-required elements in the AΔKCC Constitution. (See templates for the Constitution.)
—	12.	Contact the Chairman of the Collegiate Clubs Board of Directors and the Florida AΔKCC liaison(s) once the college/university has registered/accepted the AΔKCC as a campus club. The approval process may take some time.
—	13.	Choose dedicated students who are organized, personable, reliable, and who will be able to serve in the following positions: president, vice president, treasurer, and secretary for up to two academic school years.

—	14.	The Florida AΔKCC liaison(s) will go online and submit the <b>Application for Chartering</b> to Headquarters and keep a copy for your records. <b>Send an email to <a href="mailto:shannah@alphadeltaappa.org">shannah@alphadeltaappa.org</a> to confirm that HQ has received the application.</b>
—	15.	Using the template provided on the Alpha Delta Kappa website, edit and update the Policies and Procedures. Collegiate Club officers/members should work with the sponsor and/or advisor to create a Policy and Procedures Manual that is specific to their club.
—	16.	Assist the Advisor in creating advertisements for a call-out meeting, hand out flyers, and/or share the event through social media. Ask students to talk with education classes to invite education majors.
—	17.	Assist the Advisor in hosting and booking a room on campus, that is convenient for everyone, for an informational meeting.
—	18.	The advisor will let the prospective members know where to locate the Student Membership Application which they will fill out and email to the advisor. The advisor will review the applications for eligibility, notify members of acceptance, and members will pay their dues, if applicable, to the treasurer. Copies of the completed applications will be kept for the club's files.
—	19.	Identify officers at the second meeting. Make sure all officers meet the requirements to join the collegiate club and will be able to serve the rest of the academic year.
—	20.	Many meetings the first year could be spent building community within the members and helping them to create a strong network of peers in education. Encourage prospective members to share ideas/topics for future meetings. Florida ADK chapters could provide resources.
—	21.	The Florida AΔKCC Committee Chairperson will work with the sponsor/advisor in planning a chartering ceremony. Sample chartering, initiation, and installation ceremonies are available on the Alpha Delta Kappa website under the icons of the current collegiate clubs. Invite Alpha Delta Kappa leaders, as appropriate. Save your receipts for chartering ceremony expenses, you may send in your expense receipts to the Executive Director at HQ for up to \$350. The reimbursement form H-108 New Chapter Installation is located under DOCUMENTS AND FORMS on the website.
—	22.	Two months before the chartering ceremony: Students may opt to purchase an Alpha Delta Kappa Collegiate Club pin. Details for purchasing a pin may be found on the International website from the Marketplace/Transcend. The local chapter sponsor or advisor (if at this time she is a member of Alpha Delta Kappa) will need to order the pins on the password-protected website. Members of the sponsoring chapter, as well as, members of other chapters may wish to sponsor a pin for a new member.
—	23.	One month before the chartering ceremony: contact HQ ( <a href="mailto:shannah@alphadeltakappa.org">shannah@alphadeltakappa.org</a> ) who will email the charter to the sponsor or advisor. New members will sign it at the chartering ceremony; a photocopy should be emailed back to Suzie and the original will be retained by the club.
—	24.	Conduct the chartering ceremony: The chartering, initiation, and installation ceremonies may all be conducted at the same meeting. Samples of these ceremonies can be found on the International website under ABOUT, AΔKCC DOCUMENTS..
—	25.	<b>After the initiation, the Florida AΔKCC liaison(s) will send a copy of each Student Membership Application to HQ, currently "Attention: Suzie Hannah."</b> Submit your request for reimbursement on the H-108-CC form with receipts within two weeks of the chartering ceremony.
—	26.	In March collegiate club members will elect the officers for the next academic year. They should schedule a changeover meeting shortly after the election to ensure that materials get handed over to the incoming officers.
—	27.	The officers and/or sponsor should be encouraged to meet regularly to discuss how the club is progressing and plan future meetings.

—	28.	The secretary submits all club minutes to Collegiate Club members via email and to the Chairman of Alpha Delta Kappa Collegiate Club. The Chairman will pass on minutes to other Alpha Delta Kappa leaders.
—	29.	In subsequent years for established clubs, the advisor will let the prospective members know where to locate the <b>Student Membership Application</b> which they will <b>fill out online only</b> . The advisor will review the applications for eligibility, notify members of acceptance, and the members will pay their dues to the club treasurer. Copies of completed applications will be kept for the club's file. <b>NO PAPER APPLICATION SHOULD BE SENT TO HEADQUARTERS.</b>
—	30.	<b>The club roster must be updated annually by May 1st to reflect current/active members.</b> Email this information to Suzie ( <a href="mailto:shannah@alphadeltakappa.org">shannah@alphadeltakappa.org</a> ). Identify those who are planning to graduate next year with the year and month on the roster. Also, identify club officers and their leadership positions.
—	31.	The advisor or her designee submits the CC Graduate Information Form on the website annually prior to April 15th and November 15th. The information will be sent to international and regional leaders.

These procedures may vary as every institution has specific guidelines for chartering a new club or organization.