INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

AREA COUNCIL VISITATION GUIDELINES (2023-25)

TO: _____

FROM: Jennifer Lee-Alden, NYSO DKG President (2021-25)

DATE OF VISIT: _____

MEETING OF: _____

CHAPTER/AREA: _____

LOCATION OF EVENT: _____

REPRESENTATIVE ASSIGNED: _____

NYSO DKG Officers & Elected Personnel, Past Presidents, Committee Chairs and Members are anxious to visit Chapter meetings and Area Conferences. These are opportunities to meet with members on an informal basis and to exchange ideas on common goals at Chapters, State and International levels.

To facilitate this process, we recommend the following guidelines:

1. **Contact your Chapter/Area State Visitor as soon as possible.**
2. **Inform her as to your expectations for the visit.**
   a. If she is the main speaker, you may wish to suggest a topic, or she may select.
   b. She will need to know the time limit of the presentation.
3. **Provide her with an outline or agenda of the meeting program AHEAD OF TIME.**
4. **Provide her with the name of the Hostess for the meeting.**
5. **Assist in planning travel and/or accommodations.**
   a. Suggest the best transportation and routes.
   b. Offer suggestions about possible local accommodations if needed.
6. **Courtesies that we hope Chapters extend to State Visitors:**

   PLANNING:

   a. Please request the State Visitor who will meet your needs.
   b. Submit the **Visitation Request Form** as soon as possible with all necessary information.
   c. Allow for flexibility.

d. Utilize the time and expertise of the Visitor.
e. Check to see if the Visitor needs a podium/microphone for her presentation.
f. State what the Chapter/Area wants the Visitor to talk about and do so in writing to the Visitor.

KNOWLEDGE

a. Pay the meal expenses of the Visitor. The Host Chapter/Area may also wish to invite the Visitor to stay at a member's home if necessary.
b. Inform the Visitor of the starting and closing times of the meeting. Travel plans can be made accordingly.
c. Outline the expectations for the Visitor's participation (e.g., Ceremonies, Speech, etc.)
d. Send a copy of the meeting's agenda ahead of time.
e. Allow about 15 to 20 minutes for the Visitor's presentation.
f. Send copies of newsletters so that your Visitor learns more about your Chapter/Area.

COURTESY (*compiled by Past Presidents Beverly E. Anker 2003-05 and Joan Slagle 2009-11*)

a. Assign an experienced member to be the Visitor's "*escort*" who will be responsible for making her visit memorable. The escort will introduce her to the membership and be sure to include the title of each member (e.g., "*I'd like to introduce Sara Smith, our Chapter Membership Chair*.")
b. Wearing membership name tags should be a must, **including** one for the Visitor, along with her title.
c. Suggest the type of attire you feel would be appropriate and give details about the function.
d. Bestowing a token of appreciation is not necessary or expected. However, a donation could be made in the Visitor's name to a Pi State fund (i.e., Pi State Grant(s)-in-Aid, Scholarship, the Pi State Educational Foundation, Chapter Grant(s)-in-Aid <u>or</u> the Visitor's choice).
e. Introduce the Visitor briefly at the opening of the meeting.
f. Offer copies of all materials passed out at the meeting to the Visitor.
g. Offer a THANK YOU to the Visitor at the closing of the meeting.

EVALUATION

a. Did you review the use of the Visitor's time?
b. Did your members have opportunities to talk informally with the Visitor?
c. Have you acknowledged the Chapter's/Area's reaction to the Visitor's presence to the State President?

If I can help in any way with arrangements, please contact me. You have my best wishes for a productive meeting and a very good year!

Jennifer Lee-Alden, NYSO DKG President (2023-25)
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