

The Professional  
Association in  
Education



**PDK**  
*International*



**PDK International  
Orientation and  
Induction  
Handbook**

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# Introduction

Welcome to the *PDK International Orientation and Induction Handbook*. This resource is designed to help you welcome new colleagues to your association, orient them to the many benefits of membership, and induct these new PDK members into a rich and dynamic tradition of research, service, and leadership.

The orientation and induction of new members is essential to the health of PDK chapters and to the vitality of our international association. The leadership and inspiration that you convey through the orientation and induction ceremony will help to ensure that new PDK members begin their journey with excitement and success. Create a positive and long-lasting impression of PDK for these new members and set the stage for success and excellence in chapter and membership development.

We encourage you to read this handbook before planning your orientation and induction ceremony and to explore the different options available.

The handbook offers:

- A brief introduction to the handbook.
- Three induction formats—the traditional ritual, a contemporary format, and an informal ceremony. Select the induction ceremony that best suits your chapter's needs.
- Tips for organizing your orientation and induction ceremony.
- Information on how to report the induction to the international office.

The PDK Programs and Chapter Support team and PDK field representatives are available to answer questions. If you have any questions, contact us at [chapters@pdkintl.org](mailto:chapters@pdkintl.org) or call our toll-free number (1-800-766-1156).

Best wishes for a great orientation and induction!

# Orientation

## Tips

The leadership and inspiration you convey through orientation will help to ensure that new PDK members begin their journey with excitement and success. Orientation may be the culminating activity prior to the induction or it may be conducted in conjunction with the induction. Suggestions for orienting prospective members follow.

- PROVIDE prospective members opportunities to attend one or more chapter functions.

*The orientation provides an opportunity to lay the foundation for long-term participation.*

- CONDUCT an orientation prior to the induction or in conjunction with the induction function. Use the PDK website ([www.pdkintl.org](http://www.pdkintl.org)) as a guide for informing prospective members about all that is available to them. Be sure to visit [www.pdkconnect.org](http://www.pdkconnect.org) and [www.kappanmagazine.org](http://www.kappanmagazine.org) as well.
- RELATE PDK's mission. Relate the association's purpose and role in education. Make prospective members aware of such programs as the annual PDK/Gallup Poll of the Public's

Attitude Toward the Public Schools, the PDK Chalk Walk, the annual PDK conference, and the PDK International travel program.

- EXPLAIN what the local chapter does. Explain the chapter's objectives and what it expects of members. Use written materials or an oral presentation. Publications, photographs, and other items can be displayed.
- ASSEMBLE a prospective member packet or orientation kit. Include a personalized letter welcoming prospective members. You might also include membership recruitment and promotion resources (such as FORM 7, available from the international office); the most recent issues of chapter newsletters; information about chapter programs, services, meetings, and volunteer committees; and even a small gift purchased from PDK's online store ([www.pdkstore.org](http://www.pdkstore.org)).
- EXPLAIN the induction ceremony. As part of the orientation explain, and when appropriate, rehearse for the induction ceremony. Let prospective members know the procedures of the ceremony; for example, where they will be seated, how they will be recognized, if there is a procession, etc.

# Induction

## Tips

Planning the induction event well in advance is crucial to having an impressive induction. Remember, the quality of the induction will have a significant impact on how new members view the chapter and the association as a whole. It should reflect the importance of the occasion and the significance of membership in PDK. There are many ways to accomplish this. Here are some suggestions.

- **MAKE** one person responsible for all arrangements. Plan every detail, no matter how small. Make sure that the PowerPoint presentation has been checked prior to the induction function. PowerPoint slide shows for the contemporary and traditional pledges are available online at [www.pdkint.org/chapters/forms.htm](http://www.pdkint.org/chapters/forms.htm).
  - **DETERMINE** the physical setting for the induction event. The room should provide ample space, comfortable seating, and be free of interruptions and outside distractions. During the induction event, inductees should be seated in a reserved section. They could be on a stage or at the front of the room or on an angle facing the induction team. Local conditions will, of course, determine what is feasible for the physical arrangements.
  - **REHEARSE** the induction in advance. Three members are needed on the induction team for the contemporary induction, and four members are needed for the traditional induction. Let the initiation team know the procedures.
- Download the appropriate number of induction handbooks and have them available. If a PowerPoint or candles are used, additional people may be needed.
- **DECIDE** whether inductees will receive certificates. Because official membership certificates are included in the new member packets that are mailed to the member from the international office, some chapters choose to present a certificate of recognition to new inductees. These certificates can be downloaded at [www.pdkintl.org/chapters/docs/certrec.pdf](http://www.pdkintl.org/chapters/docs/certrec.pdf). Other chapters order a PDK Code and Creed from the PDK online store. The form is printed on heavy cardstock and is suitable for framing.
  - **MAKE** the induction especially impressive. Include a reception or banquet, recognition activities, and/or special programs. Many chapters make effective use of candles during the induction, lighting them in order as the PDK ideals of research, service, and leadership are explained. Make sure the inductees have badges with the print large enough to be read from a distance. Introduce the inductees and give each the chance to say something about his/her professional responsibilities or have a member of the induction team briefly “showcase” each candidate. Involve sponsors or spouses and make sure they are recognized. If pins are provided, ask sponsors or spouses to present them. Pins can be purchased through the PDK online store ([www.pdkstore.org](http://www.pdkstore.org)).

- **CONCLUDE** the induction event by welcoming the inductees to PDK and the local chapter.

The chapter president could offer a few remarks of an inspirational nature following the induction.

**NOTE:** *Do not delay processing the membership applications. Send the New Member Remittance Report form and applications to PDK International immediately.*

### **Application Processing**

**PROCESS** the applications immediately following the induction ceremony. Here are the steps to take:

- Make a copy of each application for chapter records.
- Attach the original applications to the New Member Remittance form (Form 40).
- Submit personal checks to the chapter treasurer. Ask the treasurer to write a check to PDK International that totals the appropriate amount that is due to the international office (see the New Member Remittance form for calculations).
- Mail the New Member Remittance form, applications, and chapter check to PDK International *immediately following the induction.*

# Contemporary Induction Ceremony

## PDK INTERNATIONAL

*The induction team consists of three members identified as First Reader, Second Reader, and Third Reader. It is recommended that the First Reader be an officer in the chapter. It is envisioned that this ceremony will be more significant if it is somewhat formal without being stilted in tone. Readers should read well and be familiar with the narrative in order to present without hesitation. The use of candles and the display of symbols should add meaningful imagery to the narrative.*

### **Resources Needed:**

- Table for displaying candles
- Three candles with holders
- A cloth to arrange around the candles
- Matches (or smaller lighted candle)
- Someone designated to light the candles
- PowerPoint slide show available from the PDK website ([www.pdkintl.org/chapters/forms.htm](http://www.pdkintl.org/chapters/forms.htm))
- Pins/other handouts for new members (optional)
- Copies of the ceremony for readers
- Copies of the PDK Code and Creed for all attendees

### **First Reader:**

Good (evening, afternoon, morning). My name is \_\_\_\_\_, and I am (President, Vice-President, a member, or other role) of the (Name of Chapter) of PDK International. We are proud to be Kappans, and we are pleased to welcome you to membership in this outstanding association of professional educators. PDK was founded to encourage friendship, professional growth, and leadership development among its members. (Give Name of Second Reader) will tell you about the beginning of PDK.

### **Second Reader:**

PDK has an interesting history. PDK was formed as a result of the merger of three organizations. Pi Kappa Mu of Indiana University, Phi Delta Kappa of Columbia University, and Nu Rho Beta of the University of Missouri united in 1910 to form PDK. The association was created to support educators and education. (Give Name of Third Reader) will explain the beliefs upon which PDK is built.

**Third Reader:** Today you are becoming a part of an association that is built on the belief that our society, in order to continue as an effective democracy, must provide a system of public education to allow each citizen the opportunity to reach his or her full mental, physical, and moral potential.

**Second Reader:** Another belief on which PDK is built is that public education should be improved continually and that quality research should guide that improvement.

**First Reader:** Please give careful attention to the following statements of belief and be ready to respond.

**Second Reader:** Kappans believe in a system of public education that promotes the ideals of a democratic society and that is open to every individual.

**Third Reader:** Kappans believe in the dignity of the educators' calling and of the opportunities we have for service.

**First Reader:** Do you affirm that you agree with these beliefs? Please respond by saying, "I do."

*Candidates respond "I do."*

**First Reader:** Now we will share with you three ideals of PDK International. (We will emphasize each ideal by lighting a candle.)

**Second Reader:** The first ideal is the recognition of the importance of RESEARCH. (Pause for light.) The knowledge that comes from research informs our profession and offers opportunities for continual improvement of the teaching and learning process. As Kappans, we participate in research to improve our practice, and we support others who engage in worthwhile investigation.

**Third Reader:** The second ideal of PDK is SERVICE. (Pause for light.) Service is demonstrated by assisting others. As Kappans,



we serve people out of concern for humankind and a desire to make significant contributions to benefit our communities. Service is its own reward. As we serve, we *are* served.

**Second Reader:** The third ideal of PDK is LEADERSHIP. (Pause for light.) In these complex times, all educators must be leaders. Leaders grapple with the hard questions, have a vision for continuous improvement, and maintain broad perspectives. Leadership implies recognizing and engaging the abilities of co-workers and inspiring one another to continual learning and growth. True leaders demonstrate caring and commitment.

**First Reader:** RESEARCH, SERVICE, and LEADERSHIP are the three ideals of PDK International. As a Kappan, will you commit to practicing each of these ideals? Please respond by saying, “I will.”

*(The candidates respond “I will.”)*

**First Reader:** PDK has two symbols that remind us of our heritage. The first is the crest.

*(Display the crest.)*

**Second Reader:** On the crest are three keystones that remind us of the three organizations that united to create PDK: Pi Kappa Mu of Indiana University, Phi Delta Kappa of Columbia University, and Nu Rho Beta of the University of Missouri. The three stars on the keystones represent the student, the home, and the school.

**Third Reader:** The book and burning lamp denote the ideal of RESEARCH. The flaming torch reminds us of SERVICE, and the upraised hand and sword symbolize LEADERSHIP. The acanthus leaves around the shield signify growth through learning.

**First Reader:** The crest reminds us of our history, our focus, and our ideals. The second symbol is a triangle.

*(Display or project the triangle.)*

**Third Reader:** The triangle is the emblem of PDK International. The three sides represent the student, the home, and the school.

**Second Reader:** The three Greek letters, PHI, DELTA, and KAPPA, are placed on the three sides of the triangle. PHI calls us to demonstrate our love for mankind through service to students. DELTA expresses the search for accurate knowledge to increase our understanding of the educational process. KAPPA expresses support for universal public education that is available to all.

**First Reader:** As Kappans, we hope the beliefs, ideals, and symbols of PDK International will increase in significance to you and that you will become actively involved in the association. Participation in chapter activities offers you opportunities to live out the ideals of research, service, and leadership, and the friendships you cultivate will enrich your life.

Now we ask all members to stand and join these inductees reciting our creed in unison.

*(Use a handout or display the creed for all to read.)*

*As a Kappan, I dedicate myself proudly to my profession in the belief that education is the foundation of our society's strength.*

*As a Kappan, I will strive through RESEARCH:  
To seek accurate knowledge in the art and science of education,  
To use this knowledge to improve teaching and to share with co-workers.*

*As a Kappan, I will strive through SERVICE:  
To help children and adults become more effective  
members of our society,  
To perpetuate and improve educational standards,  
To foster free and equal educational opportunity for all.*

*As a Kappan, I will strive through LEADERSHIP:  
To assume an influential role in education,  
To stimulate in others the qualities of leadership,  
To guide learners toward worthy academic, economic,  
moral, social, and spiritual competence.*

*I pledge to uphold these principles, to renew my  
membership annually, and to participate in furthering  
the work of Phi Delta Kappa through an ongoing  
commitment to the association.*

**First Reader:**

You have been inducted into the \_\_\_\_\_  
Chapter of PDK International. Because PDK is an  
association with chapters around the world, if you leave  
this area, your membership may be transferred to another  
chapter.

As a sign of our welcome, we present to you the symbols  
of PDK.

*(Distribute pin, Code and Creed, or recognition certificate.)*

This concludes our induction ceremony. Now I ask our  
members to join me in applause as an expression of our  
welcome to you.

*(Members applaud.)*

*(If this concludes the meeting, First Reader may say, "Before  
leaving the meeting, please express your individual welcomes to  
our new members.")*

# **Traditional Induction Ceremony**

## **PDK INTERNATIONAL**

*The induction team consists of four members, designated as Leader, First Reader, Second Reader, and Third Reader. It is envisioned that this ceremony be formal. Readers should read well and be familiar with the narrative in order to present without hesitation. The use of candles and the display of symbols should be attractively arranged to add meaningful imagery to the narrative.*

**Leader:**

We are pleased to welcome you as candidates for membership in PDK International. PDK was founded on the belief that the general cause of education would be advanced by an association that serves to promote friendship and professional growth among those dedicated to careers of leadership and service in education.

Our association is guided by two principles. The first is that the continuing improvement of society requires the maximum development of the capacities of each individual through a universal education system based on research and guided by a democratic philosophy.

The second principle is that society itself has no higher function than to provide an educational program designed to enable all of its members to attain their full mental, physical, and moral potentialities.

Guided by these principles, PDK International has become an outstanding professional association in education to which you have been duly proposed and elected. You already have some knowledge of the personnel of this chapter and of the aims and ideals of PDK International. With this knowledge, we invite you to become a member and to cooperate with us in furthering these ideals. Please answer the following questions:

**First Reader:**

Do you believe in a system of public education open to every individual, which helps to realize the ideals of a democratic society? If you so believe, please answer, "I do."

*(The candidates respond together, "I do.")*

**Second Reader:** Do you believe in the dignity of the educator's calling, and in the opportunity it offers for service? If you so believe, please answer, "I do."

*(The candidates respond together, "I do.")*

**Leader:** Very well, the ceremony may proceed.

PDK International fosters the best in educational thought. I urge you to acquire a vision broader than that of any textbook or single discipline and to be constantly active in the work of our common service.

Now let us share with you our ideals and show you how they may best be realized.

*(At this point the PDK triangle should be displayed. If candles or other lighting effects are used, one is lit as each of the three ideals is explained.)*

**First Reader:** RESEARCH *(Pause for light.)* is one of our guiding principles. Through research our knowledge increases, and the practice of education improves. Without it our profession will neither grow nor flourish.

You have a part in this important task. It may not be large, but by the gradual accumulation of small discoveries and insights, great results can be achieved. Maintain in your daily endeavors a mind receptive to new information. Be eager to observe the results of all worthwhile experimentation. Be ever ready to share with your fellow workers whatever new truths you may discover.

Do you pledge to uphold this ideal of research and to strive to achieve its realization in your educational effort? If so, please answer, "I do."

*(The candidates respond together, "I do.")*

**Second Reader:** One of the lasting satisfactions that comes to an individual grows out of the good that can be done for others. This is SERVICE. *(Pause for light.)* We are engaged in important work. Ours is an unselfish offering. The ideal of service is realized by our willingness to assist others in need. It is a spirit of giving and sacrifice in order to improve our community and our nation.

Do you pledge to uphold the ideal of SERVICE and to make it a significant aspect of your life? If so, please answer, "I do."

*(The candidates respond together, "I do.")*

**Third Reader:** The third ideal of PDK International is LEADERSHIP. *(Pause for light.)* Leadership is both learned and earned. It can be exercised at any level of our education system. Among its attributes are the continuing pursuit of professional growth, the capacity to view education in a broad perspective, the ability to inspire others, the willingness to grapple with difficult problems, the sensitivity to recognize the talents of one's co-workers, and having a realistic assessment of what is, but a vision of what could be.

Do you pledge to uphold the ideal of LEADERSHIP and to guide your actions in order to enhance your own leadership abilities? If so, please answer, "I do."

*(The candidates respond together, "I do.")*

**Leader:** You have been informed of the three ideals upon which PDK International is founded: research, service, and leadership. One of the special benefits that membership has to offer is the fellowship of your professional

colleagues. Cultivate their friendship, share joyously in their aspirations, acknowledge their good deeds, and be ready to aid them if they stumble and fall. Offer freely the best that is in your heart and mind, and you will receive nothing less in return.

We trust that the ideals explained to you in this induction ceremony will heighten your appreciation of the qualities that should mark you as a member of PDK International.

And now the symbolism of the crest of the association will be explained to you.

*(The PDK crest should be displayed at this time.)*

**Second Reader:** *(Point out the symbols and proceed slowly.)* PDK International has a crest that has a special significance for each one of us. The three keystones on the shield represent the three organizations: Pi Kappa Mu of Indiana University, Phi Delta Kappa of Columbia University, and Nu Rho Beta of the University of Missouri, which united in 1910 to form PDK. The three stars on the keystones represent the student, the home, and the school. Research is symbolized by the book and burning lamp, service by the flaming torch, leadership by the upraised hand and sword. Surrounding the shield are acanthus leaves, which signify learning and growth. Such is the symbolism of the crest.

*(The PDK triangle should be displayed at this time.)*

**Third Reader:** I shall now explain the meaning of the emblem of the association. It is a triangle whose three sides represent the student, the home, and the school. Three Greek letters find a place on the sides of the triangle. PHI is the first letter of philanthropia (*pronounced fee-lan-thro-PEE-ah*), expressing our love for mankind through service to the

student. DELTA is the first letter of diakribeia (*pronounced dee-ab-kree-BEE-ab*), expressing the search for accurate knowledge to further our understanding of the education process. KAPPA is the first letter of koinothropia (*pronounced koi-no-tro-PHEE-ab*), expressing the support of a universal public school system, open to all.

The whole expression may be meaningfully translated as “to investigate the education process scientifically in the interest of humanity.”

**Leader:**

Members and candidates will now rise and join in our pledge by raising your right hand and repeating the following:

*(It would be appropriate to ask the chapter president to lead the pledge if he or she is not already a part of the induction team. A visiting PDK official could also be invited to do it.)*

“I . . .  
will strive  
to live in a manner befitting the ideals  
set forth in the constitution and ritual  
of Phi Delta Kappa,  
to promote the scientific study of education,  
to foster the profession of teaching,  
to advance the fields of knowledge and a liberal culture,  
and to uphold the ethical ideals of a life of service.  
I further pledge to abide by whatever rights and duties  
devolve upon me as a member of Phi Delta Kappa,  
seeking its welfare in all institutions  
and cultivating a true professional spirit.  
To the performance of the foregoing,  
I give my pledge.”

Please lower your hands.



**Leader:**

You have been inducted into PDK International as a member of the \_\_\_\_\_ Chapter with all rights and privileges appertaining thereto. Your faithful participation in chapter activities, annual membership renewal, and ongoing support will give increased meaning to this induction ceremony and provide you a more rewarding professional life. Should you leave the area of this chapter, you will find others throughout the world, which, as opportunity offers, you are advised to contact in continuing the benefits of active membership.

*(Optional)* As a token of your acceptance into membership, we present to you the emblem of our association (*key, pin, or Code and Creed*). We now extend to you the right hand of fellowship. Congratulations!

## **Informal Induction Ceremony**

### PDK INTERNATIONAL

*The informal induction format may be used to induct one or more individuals at chapter meetings or in lieu of the contemporary or traditional ceremonies for large group initiations. One reader is required (i.e., a chapter officer). No resources are needed.*

The \_\_\_\_\_ Chapter of PDK International is pleased that you have chosen to join the association. PDK was founded in 1906 as a fraternity to encourage friendship, professional growth, and leadership development among its members. Nearly a century later, PDK has become an international professional association consisting of educators in all endeavors and at all levels who belong to a significant number of chapters around the world.

The mission of PDK International is to promote quality and universally accessible education as a means to sustain a democratic society. The association does this through its research, service, and leadership initiatives at the international, regional, and chapter levels.

As a member, it is hoped that you will embrace the mission of PDK. You can do this by becoming actively involved in the association. In so doing, you will strengthen the association, enhance education, and cultivate friendships that will enrich your professional and personal life.

At this time, the \_\_\_\_\_ Chapter asks for your affirmation to the following statements:

As a member, will you support the mission of PDK International? If so, please respond, “Yes, I will.”

As a member, will you support and contribute to the research, service, and leadership initiatives of PDK International? If so, please respond, “Yes, I will.”

Congratulations and welcome as a member in the \_\_\_\_\_ Chapter of PDK International. We look forward to your participation, annual membership renewal, and ongoing support. In recognition of your commitment, we are pleased to present you with this [*pin/Code and Creed/certificate (optional)*].

Now, please join me in applause as an expression of our welcome [*or, before leaving the meeting, please express your individual welcome to our new member(s)*].

## Chapter Officer Installation

### PDK INTERNATIONAL

PDK International is an association whose membership is composed of men and women in education. It was organized to promote mutual appreciation and friendship among its members and to inspire them to acquire visions broader than those of a mere subject. It requires of its members that they be constantly active in the great social activity of education. It is dedicated to the ideals of service, research, and leadership. Only through the attainment of these ideals can it truly be said that the purposes for which PDK International was organized have been met.

You have been duly elected to positions of leadership in the \_\_\_\_\_ Chapter. The progress that this chapter makes during the coming year rests in your hands. Only through your direction and leadership can the \_\_\_\_\_ Chapter of PDK International hope to contribute to the attainment of the ideals of service, research, and leadership.

By the authority vested in me by the \_\_\_\_\_ Chapter of PDK International, it now becomes my duty to ask you two questions, the answers to which will determine your willingness to accept the responsibilities that have been placed upon you by your election to these positions of leadership.

*Do you promise and agree to abide by and uphold the ideals of PDK International? If so, answer, "I do."*

*Do you further promise and agree to direct your efforts during your term of office toward a definite program of leadership which promotes activities in service, research, and leadership in PDK International? If so, answer, "I do."*

Your responses to these questions denote that your chapter's faith in you has not been misplaced, and I now declare you duly elected and installed as officers of the \_\_\_\_\_ Chapter of PDK International for the coming year.



# PDK INTERNATIONAL

The experts in cultivating great educators for tomorrow and ensuring high-quality education for today

## New Member Remittance Form

New members expect their membership services to begin immediately after submitting their applications and paying their dues. Please forward applications and dues to the international office as soon as you receive them.

Sometimes several new members join PDK at the same time, usually before a scheduled induction ceremony or at an open meeting. Form 40 is provided only to make these en masse inductions more convenient. Please do not hold applications and dues to wait for a ceremony, because the delay disappoints new members by postponing their receipt of services, including *Kappan* magazine.

1. **Submit** personal checks to the chapter treasurer. Ask the treasurer to write a check to PDK for the total amount due to the international office.
2. **Attach** the original applications and chapter check to this form. Do not submit chapter-generated membership application forms. Only applications with a PDK form number are accepted at the international office.
3. **Make** a copy of this form and each application for your chapter records.
4. **Mail** the remittance packet to the international office at the address indicated on this form.

<b>REMITTANCE SUMMARY</b>		
Date of Induction _____		
Number of Members		Total
_____	Professional Members @ \$ 80.00 each <i>(\$75 international dues/\$5 processing fee)</i>	\$ _____
_____	Associate Members @ \$ 80.00 each <i>(\$75 international dues/\$5 processing fee)</i>	\$ _____
_____	Undergraduate Student Members @ \$ 45.00 each <i>(\$40 international dues/\$5 processing fee)</i>	\$ _____
<b>TOTAL REMITTANCE</b>		<b>\$ _____</b>
<input type="checkbox"/> Chapter check enclosed payable to PDK International		

New members will receive a welcome packet from PDK that includes a membership certificate.

Chapter Name	Chapter #
Chapter Officer Name	Office Held
Mailing Address	City/State/Province <span style="float: right;">Zip/Postal Code</span>
Daytime Phone: (    ) _____	Fax: (    ) _____ E-Mail: _____
Signature	Date Submitted

Return to: **PDK International**  
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