

# Activities and Programs Officer

## CHAPTER OFFICER GUIDE

## CONGRATULATIONS!

Welcome to PDK leadership.

### **Our Mission**

To grow and connect  
leaders in education

### **Our Vision**

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

As a PDK chapter officer, you have the power to help shape the future of education. Working together, PDK members can solve education's most pressing challenges.

This guide is intended to aid you in leading a vibrant, influential PDK chapter that will further the PDK mission and bring our collective vision to fruition. The leadership you provide is crucial to the success of your chapter and the success of PDK — success that will ultimately assure that all students have equal access to a high-quality education.

We don't want to burden you with administrative duties and paperwork requirements. Rather, we want to support you in accomplishing activities that are directly related to the PDK mission, vision, and goals. We encourage you to select activities that your leadership team finds meaningful and within your capacity to accomplish. Smaller chapters may elect to choose only one or two activities to accomplish this year, while larger chapters may have the capacity to accomplish several. Whatever you choose, we are here to lend support to your efforts.

Please visit [www.pdkintl.org](http://www.pdkintl.org) for additional resources during your tenure as activities and programs officer.

Thank you for your leadership.

***PDK International Staff and Board***

The Professional  
Association in  
Education

**PDK**  
International

**PDK—Growing and connecting leaders in education.**

# Activities and Programs Officer

*There are a number of exciting activities chapters can engage in to support members' professional development and PDK's mission, vision, and goals. As the activities and programs officer, you will want to work collaboratively with the chapter's leadership team to select and coordinate activities best suited for your members and the education community. Read further for ideas and information that will help you get started.*

## Frequently Asked Questions

### How many activities do most chapters engage in during a year?

Some chapters engage in multiple activities, while others select one or two. The most important thing to remember is that whatever members choose to do, they should do it with enthusiasm and an outward focus that supports your vision. PDK has an outstanding reputation for its work on behalf of education, and you play a key role in ensuring that your chapter contributes to that legacy.

### Does PDK International have resources available to support chapter activities? If so, how can they be accessed?

We provide support for every PDK-sponsored initiative, including guides to help chapters support the Future Educators Association® (FEA), establish and raise funds for scholarships. For all activities sponsored by PDK International, visit [www.pdkintl.org](http://www.pdkintl.org).

### Can our chapter initiate activities in addition to the PDK-sponsored activities?

Yes, many chapters have initiated excellent activities that support chapter members and PDK's mission, vision, and goals.

### How do I get members to volunteer their time in support of chapter activities?

Members enjoy volunteering for activities that are meaningful, fun, and sensitive to busy schedules. PDK-sponsored activities are meaningful, and you can do a lot to make them fun. Be sure to create volunteer opportunities that fit a variety of schedules and levels of commitment. Also, be especially welcoming to new members who want to volunteer their time. Make sure that you publicize activity dates well in advance so members can work them into their busy schedules. To access a chapter membership roster and recruit volunteers, log in at the PDK website and click on "Live Member Data."

### Can the chapter reach out to non-members and other partners to support and participate in chapter activities?

Absolutely. Successful chapters do this by having an outward focus rather than an inward focus. Engage in activities that reach out to the community and partner with like-minded individuals or entities for support and volunteers.

### How do I promote our chapter's activities?

Activities can be advertised in the chapter's newsletter, so be sure to inform the newsletter editor well in advance. You also may use PDK's Newsletter Publication Service (available at [www.pdkintl.org](http://www.pdkintl.org))

to create one-page promotional flyers or postcards. You can access a membership roster for sending emails by logging in to the PDK website and clicking on "Live Member Data."

### Is there any funding available to support chapter activities?

The primary source of funding for activities is your membership dues. However, chapters can and do supplement their dues by engaging in fundraising activities.

### How does PDK keep chapter leaders connected to the latest information?

To stay up-to-date, you should log in to [www.pdkintl.org](http://www.pdkintl.org) often. Additionally, you can find more important resources at [www.pdkintl.org](http://www.pdkintl.org) under "Chapters" in the main menu.

### If I have questions, to whom do I turn for assistance?

Leaders at all levels and staff at the international office are always willing to provide assistance. You may call 800-766-1156 or email [memberservices@pdkintl.org](mailto:memberservices@pdkintl.org) with any questions. If chapter officer contact information would be helpful to you, log in to [www.pdkintl.org](http://www.pdkintl.org) to access "Live Member Data."