

**The Delta Kappa, Gamma Society International
DKG Vermont State Organization**

Address
City, State, Zip
Date

**SAMPLE LETTER TO
ADMINISTRATORS**

Name
School
Address
City, State, Zip

Dear Dr., Mr., Mrs., Miss or Ms. _____,

I would like to familiarize you with The Delta Kappa Gamma Society International, a professional organization for “Key Women Educators”. Members include educators in both private and public sectors. Selection is based on professional qualifications, leadership potential and personal qualities.

As an administrator, I am sure you will agree that it is important to recognize those staff educators who exemplify these qualities. Membership offers many benefits such as the honor of being designated a key woman educator coupled with the fellowship and collegiality of a worldwide network of women educators in all areas and levels of education. It also provides opportunities for professional and personal growth through scholarships, leadership seminars and workshops at conferences and conventions.

Delta Kappa Gamma is an international honor society founded in 1929 with approximately 100,000 members from 17 countries. There are 16 chapters in Connecticut that make up Alpha Kappa State, our state chapter. Local meetings are held throughout the year as well as state and international conferences and conventions.

Please take the time to read the enclosed brochure. Also included is a form for recommendations, which can be copied if needed. I am sure that you have members on your staff, as well as yourself (*include only if writing to a woman administrator*), who qualify for membership in The Delta Kappa Gamma Society International. Once the recommendations are received, the educators will be invited to a meeting to learn more about The Society.

I will be contacting you in the near future to discuss possible recommendations. If you have any questions, please e-mail me at _____ or phone _____.

I look forward to hearing from you.

Sincerely,

Typed Name
_____ Chapter President (*or membership chair's name*)

Enc: *You and Us: Breaking Glass Ceilings Worldwide
Recommendation for Membership*

