



**DELTA SIGMA DELTA**  
*International Dental Fraternity*  
 Dr John H. Prey, Supreme Scribe  
 296 15<sup>th</sup> Avenue  
 Nekoosa, WI 54457  
 715-325-6320 or 1-800-DELT SIG  
 Fax: 715-325-3057 <http://www.deltsig.com>  
 E-mail: [supremescribe@deltsig.com](mailto:supremescribe@deltsig.com)

✓ **Checklist for Chapter Reports to Supreme Scribe** Nov 2017 rev

**INITIATION REPORTS - Form #20** from web site - Due 20 days after initiation include payment of national dues and be sure the names of new members are spelled correctly because their certificates will be prepared from these forms.

The amount due for each initiate is determined by the student's class year when initiated. These amounts are stated on the form 20 to be completed by the candidate and the *fees collected BEFORE initiation*.

**Total national payments for a student member initiated after January 1, 2014:**

**\$10** Initiation fee (one time only); **\$25** Annual per capita fee (paid every year); and **\$200** Life Membership fee (paid in full at initiation or installments determined by class year at the time of initiation):

	Init.		LM		PC	subsequent yrs				
Senior	\$10	+	\$200	+	\$25 =	\$ 235				
Junior	\$10	+	\$150	+	\$25 =	\$ 185	\$50	+	\$25	
Sophomore	\$10	+	\$100	+	\$25 =	\$ 135	\$50	+	\$25,	\$50 + \$25
Freshman	\$10	+	\$ 50	+	\$25 =	\$ 85	\$50	+	\$25,	\$50 + \$25, \$50 + \$25

**MEMBERSHIP REPORT-** sent to deputy in November- Due before January 20<sup>th</sup> include annual payments for each member as shown on this Printout Report.

The deputy receives a computer printout of the chapter's roster in the Fall of each year showing:

- 1) amount of life membership each member has paid
- 2) amount of life membership due for current year
- 3) amount of per capita due for the current year
- 4) total amount due for each student member initiated after January 1, 2014, i.e., \$50 LM + \$25 PC = \$75
- 5) total amount due for all members of the chapter

**SUPREME CHAPTER APPLICATIONS - Form #30 - Due before March 1<sup>st</sup>** use a forwarding address (*home of record*) (may be sent with Printout Report).

The form 30s are completed by each graduating senior giving a forwarding address so that *Desmos* magazine can be sent to them when they may be moving around the country before they settle down. We also prepare their Life Membership certificate from these forms so their names should be spelled as desired for the certificate. We will send the certificates to the deputy for presentation. Deputy must check the form 30s for accuracy, completeness and then mail these form 30s along with the chapter printout report.

**DROP REPORTS - Form #80 or a typed-list - Due when students drop from the chapter and before November 1<sup>st</sup>** or chapter must pay the per capita for drop-outs.

The deputy must fill out this form and send it or a letter to the Supreme Scribe's office to remove the name(s) from the chapter roster in order for the chapter not to be responsible for the dues of a non-member student(s). According to the Bylaws, any student who is listed as a member of record in November of any year must pay the per capita fee for that school year. We urge you to collect dues early in the school year and keep them in the chapter's bank account for payment later or before January 20<sup>th</sup> deadline. Student officers are responsible for collecting the dues and for giving the dues and reports to the deputy who shall check all paper work and payments. The deputy shall send all report forms to the Supreme Scribe because the deputy is in charge of the chapter.

**CHAPTER SCRIBE'S ANNUAL REPORT - Form # 70 - Due June 1<sup>st</sup>** includes names of new officers and the chapter membership roster.

This report tells the Supreme Scribe who the new officers are, who is on the roster, and who may have dropped by the end of the year.

**DEPUTY'S ANNUAL REPORT - Form #60 - Due January 20<sup>th</sup>** includes comments on chapter events & status for the record of Supreme Council.

This report tells the Supreme Scribe of the successes and difficulties of the chapter, which are of concern to the Supreme Council.

**JUNIOR ACADEMIC ACHIEVEMENT AWARD - Form #10 - Due August 1<sup>st</sup>**  
 For junior member with highest GPA after completion of the 3<sup>rd</sup> yr. Certificate is sent to the deputy for presentation during the senior year -- an excellent award for a chapter scholar on graduation. November 2017 revision

**HISTORIAN NEWSLETTER REPORTS: THREE are required, attach usable photographs**

***Due dates for newsletters:***

- September 1 – for November issue**
- December 1 – for February issue**
- March 1 – for May issue**
- June 1 – for August issue**

**Deputy:** Ask your historian to get the newsletter to you 10 days prior to the due date, Nov. 20<sup>th</sup> for December 1 due date, etc. E--mail reports early. All reports - especially those with photographs – ideally should be sent before or on the due dates to the *Desmos* editor at:  
[tlakars@comcast.net](mailto:tlakars@comcast.net)

**Newsletter format:** Chapter Name  
 University  
 Historian’s name and office

The report must be *e-mailed as an attachment file, double-spaced, with one inch margins all around* for the editor. There is a *500 word maximum (~2 text pages)*. Submit a clean copy: *correct spelling, punctuation, capitalization, and grammatical construction*. Include photo images – as attachment files to an e-mail(s) - but please avoid drinking scenes. Try to send engaging pictures with a few large faces and with attractive props or background for reader interest. Faxed photographs are not printable. **Photo images should be original camera files of as large file-size as possible, 100 - 300 Kb or much more.** Small image files of 40-60 Kb that look good on a web page or video monitor do not print well. Small image files cannot be cropped and enlarged; therefore they must be kept small in the magazine to prevent pixellation or fuzzy, out-of-focus appearance. Good detailed photos for cover images are often 1 to 4 Mb file sizes. Image files downloaded from web sites or web pages or online photo services are usually very small and do not print well in a magazine. The Supreme Historian includes pictures if he has room in the *Desmos* issue, but unfortunately, sometimes even nice pictures cannot be included due to space limitations. If you have questions, email to the editor:

Send newsletters to: **Dr Thomas C. Lakars** Cell: 708-305-3226  
**Editor of Desmos**  
**314 North La Grange Road** Send e-mail reports:  
**La Grange Park, IL 60526-5608** [tlakars@comcast.net](mailto:tlakars@comcast.net)

**ELECTRONIC SUBMISSION GUIDELINES FOLLOW –**

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**Duties of the Deputy - from Chapter V of Council of Deputies Bylaws:**

It shall be the Deputy’s duties to:

1. Install the officers of the Chapter.
2. Attend all its meetings.
3. Foster fraternal feelings between the Supreme Chapter members in the community and the Undergraduate Chapter members.
4. Attend all initiations, in order that the Ritual may be strictly followed.
5. Advise and oversee the work of the Chapter.
6. Collect, or cause to be collected, the per capita annual national dues and forward same to the Supreme Scribe (and, the same procedure should also apply to the collection of the Life Membership fees.)
7. Represent the Chapter at the Called Meeting of the Supreme Chapter.
8. Recommend to the Supreme Grand Master a member or members of the Supreme Chapter to serve as Assistant Deputy or Deputies.
9. Initiate members from the Undergraduate Chapter into the Supreme Chapter.
10. Each year to submit to the Supreme Chapter a general report and a detailed chapter financial report. These reports to be on forms approved by the Council of Deputies and the Supreme Council and furnished from the office of the Supreme Scribe.

(Note: In recent years an annual detailed financial report has not been required.)

# ELECTRONIC SUBMISSION GUIDELINES for Newsletters to DESMOS

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Please use the following information to help you prepare your submission for publication. Your cooperation helps to save time, confusion and, therefore, costs.

Submissions may be mailed but usually are submitted electronically. **Electronic submissions are preferred – reports & images sent as attachments to e-mail** to: [tlakars@comcast.net](mailto:tlakars@comcast.net)

## ***For Electronic Submissions:***

**1. Formatting:** The less formatting you do to your document, the better. All formatting in your submission must be stripped away in the production process. A simple text document will suffice.

**2. Header and title information** of your report should include:

- a. The chapter name,
- b. The chapter location (university, etc.) if applicable, and
- c. The person (historian) submitting the report. Do not use all capitals.

**3. File Names:** All documents (files) should have as part of their file name the chapter and quarterly magazine issue. For example: Zeta Zeta\_Mar2017. Using the word “DESMOS” in the file name is redundant information and not necessary, because ALL articles and documents are DESMOS. If you want to include the word DESMOS in your filename, it is perfectly all right, but please make sure it has the other pertinent identifiers. We use the 3-letter identifier of DES for files and you are welcome to do the same to help keep file names short and specific. Something like DES\_Zeta Zeta\_Jun2017 conveys all the information we both need. Be specific in your file name: “DESMOS document 1.doc” and the like is not specific because it does not help us identify what it is you are sending or from which chapter it is coming.

**4. Photo Size:** Photos for prints need to be produced at a much higher resolution than common internet standards of 72 dpi. **All photos and graphics should be saved at 300 dpi (dots per inch) as a minimum at the dimensions you would expect to see the image in print. For quality printing a cover submission may need to be larger (~ 1 or 2-3 Mb). Send photos as large size as possible.**

**5. Photos or Image File Formats:** Image files (photos, graphics) ideally should be sent as .jpg files (sometimes called JPEGs) – the common internet standard. We can accept almost any file type, if necessary, such as .tif .gif . Photos may be RGB or CMYK. We lay out the publication in CMYK (4 color process). Send your color photo images of large-size digital-files to provide high quality image details for quality magazine printing, which also give us the option of using your submission on the cover. For each issue, the PDF (Acrobat) version of Desmos is available on our fraternity website in full color.

**6. Do not embed images:** Do not embed your images in your word processing document. Embedded images do not translate well and can be lost. Furthermore, the image quality of these may be less than acceptable as well.

**7. Photo Captions:** All captions for photos should be included at the bottom of your newsletter alongside the file name of the image and image number that precede the caption. Captions should not be sent as text in an e-mail message or as file names of images.

**8. All documents should be sent as attachments to e-mails.** Do not include anything in the e-mail message itself that you want printed.

**9. Text Formats:** We can accept documents created in the following programs:  
**MS WORD, INDESIGN are preferred formats.** If you use a program other than these above, please save your document as a text (TXT) file.

***For Postal Mailed Submissions:***

10. Follow steps 1 and 2 above. Your files will be scanned by a character reading program. Therefore, the less ornate your typeface is, the better. Double-spaced type is preferred.

11. Photos manually submitted should be bright and sharp. Prints, slides, transparencies are all acceptable. Please send copies of originals because they are not returned unless specially requested.

12. Captions should be typed or printed on a separate sheet of paper and taped to the back or bottom of your photo.

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Newsletter header format:      Chapter Name  
   *University*  
   Historian's name and office

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   Editor of Desmos  
   314 North La Grange Road  
   La Grange Park, IL 60526-5608

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