



DELTA SIGMA DELTA
International Dental Fraternity
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✓ Checklist for Chapter Reports to Supreme Scribe Nov 2016 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); **\$15** 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	+	\$15 =	\$ 225							
Junior	\$10	+	\$150	+	\$15 =	\$ 175	\$50	+	\$15				
Sophomore	\$10	+	\$100	+	\$15 =	\$ 125	\$50	+	\$15,	\$50	+	\$15	
Freshman	\$10	+	\$ 50	+	\$15 =	\$ 75	\$50	+	\$15,	\$50	+	\$15,	\$50 + \$15

- MEMBERSHIP REPORT-** sent to deputy in November- Due before January 20th 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 + \$15 PC = \$65
- 5) total amount due for all members of the chapter

- SUPREME CHAPTER APPLICATIONS - Form #30 - Due before March 1st** 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 1st** 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 20th 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 1st** 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 20th** 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 1st** For junior member with highest GPA after completion of the 3rd yr. Certificate is sent to the deputy for presentation during the senior year -- an excellent award for a chapter scholar on graduation. November 2016 revision

ELECTRONIC SUBMISSION GUIDELINES for Newsletters to DESMOS

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

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: ZetaZeta_Mar2016. 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_ZetaZeta_Jun2016 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.

