



INITIATION HANDBOOK

# OMICRON DELTA KAPPA

The National Leadership Honor Society

*Lead the Way*



*Leading* TODAY.  
*Leading* TOMORROW.



**OMICRON DELTA KAPPA**  
The National Leadership Honor Society

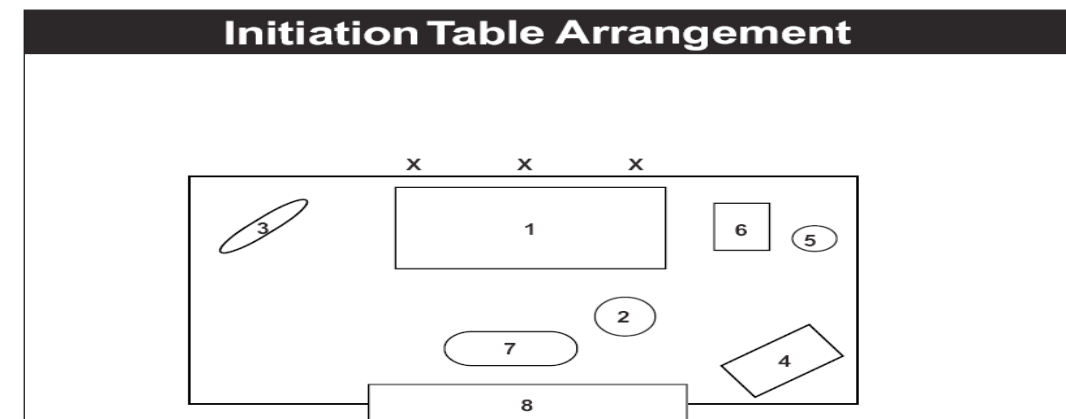
OMICRON DELTA KAPPA NATIONAL HEADQUARTERS  
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[www.odk.org](http://www.odk.org)

# GENERAL *Instructions AND Information*

- I. Omicron Delta Kappa initiation and installation ceremonies may be open to guests
  - a. Circles are encouraged invitations to invite other OΔK circles in the region and friends/family members
  - b. Circles are also encouraged to send invitations to chief institutional officers
- II. Members of the circle shall assemble at the appointed place, all wearing business attire or academic regalia
- III. This handbook provides alternative language for the start and conclusion of the initiation ceremony
- IV. Reserve a large room that holds expected number of guests and inductees for the initiation/installation ceremony and arrange the space to be as attractive as possible
  - a. A table of suitable size will serve as a focal point for the ceremony
    - Drape table with white tablecloth or sheet
    - Place white long-stemmed candles on back left corner
    - Place circle record book on front right corner
  - b. Place a bowl or vase filled with flowers (white or blue) in the middle-front (the official flower of Omicron Delta Kappa is the blue delphinium)
  - c. Place the OΔK Key next to flowers
- V. Chair placement: semi-circle or area where inductees may receive certificates and sign record book in comfortable fashion

- VI. Candidates for induction shall assemble in adjacent room prior to ceremony
- VII. Upon direction of the Circle President or Presiding Officer, designated guides bring candidates into room; as procession approaches the draped table, installing/circle officers take their places directly behind it; inductees should take their seats
- VIII. Music or an electronic presentation may be a part of the ceremony
- IX. Students and faculty members should have roles within the ceremony
- X. Persons reading the “Voices” should be positioned at different places around the room
- XI. Circle may assemble for a banquet or special program following the ceremony



1. Table lectern
  2. OΔK Key
  3. Five white long-stemmed candles
  4. Record book
  5. Pins
  6. Certificates
  7. Flowers
  8. Podium cloth
- X = Installation officer(s)





# INSTALLATION / INITIATION Ceremony

## INTRODUCTIONS AND WELCOME

(Introductory comments and a general welcome may be given the President/Presiding Officer or another individual as individuals gather for the start of the ceremony.)

**President/Presiding Officer:**

As the (*President of the \_\_\_\_\_ Name of Circle/ \_\_\_\_\_ Presiding Officer's Title*) of Omicron Delta Kappa, I welcome you to this initiation/chartering ceremony held on your behalf. Those of us who are members of ODK value its high ideals and purposes as we strive to provide leadership in worthy undertakings and to be of service to others. We believe in the tenets of this society and those principles for which it stands. We are pleased and honored to share them with you today as we welcome you into the newly chartered (if applicable) (\_\_\_\_\_ Name of Institution) Circle of Omicron Delta Kappa.

Let us welcome (\_\_\_\_\_ *Name of Individual*) who will come forward to lead our invocation/opening moment of reflection.

**Invocation:** O God, we are grateful for the privilege of leadership in worthy undertakings and for the ideals of Omicron Delta Kappa. Give to all who are assembled to confer the honors of initiation upon these duly elected members a renewed vision of the meaning of Omicron Delta Kappa. Grant that the desire for creative thinking, for high purposes and ideals, for moral strength and integrity may ever remain close to our hearts. Grant also that we may strive without ceasing to incorporate them into our lives as students, faculty, staff, alumni, and civic leaders. Instill in us, O God, the principles of faith and courage, of honest work, and of sacrifice for the tasks that lie before us. Amen.

Or

**Opening Moment of Reflection:** We are grateful for the privilege of leadership in worthy undertakings and for the ideals of Omicron Delta Kappa. Give to all who are assembled to confer the honors of initiation upon these duly elected members a renewed vision of the meaning of Omicron Delta Kappa. Grant that the desire for creative thinking, for high purposes and ideals, for moral strength and integrity may ever remain close to our hearts. Grant also that we may strive without ceasing to incorporate them into our lives as students, faculty, staff, alumni, and civic leaders. Instill in us the principles of faith and courage, of honest work, and of sacrifice for the tasks that lie before us.

**President/Presiding Officer:** We who are members of Omicron Delta Kappa have observed your habits, attitudes, and capacities, and are pleased with your success, your steady growth as leaders in worthwhile endeavors, and your appreciation of the ideals and purposes of the Society. We have asked you here today to make you members of our Society and to present to each of you the Laurel Crowned Circle, the symbol of achievement. Before we accept you into The Omicron Delta Kappa Society, please listen thoughtfully to these words.

( *The three voices may speak from appropriate places at the invitation table or from the rear of the room or balcony.*)

**First Voice:** You should know that the Laurel Crowned Circle is not only a recognition of past exemplary conduct, but that it must also be to you a constant inspiration to finer and nobler living, so long as you shall live.



# INSTALLATION / INITIATION *Ceremony*

**Second Voice:** You should know that the Laurel Crowned Circle is not only a recognition of past loyalty to all good works, but that it must also be to you a constant inspiration to unselfish service to the Society, to (name of college or university) and to your vocation, and a life-long reminder that if greatness is to be achieved, one must serve.

**Third Voice:** You should know that the Laurel Crowned Circle is not only a recognition of past achievement, but that it must also be to you a constant inspiration to spend the rest of your days climbing higher and yet higher, ever remembering that death comes apace and that the longest span of human life is all too short for the completion of the tasks that lie ready to our hands.

**President/Presiding Officer:** Will the candidates for membership please stand, if you are able? You have heard in these words the great unchanging principles upon which our Society is founded. If you are willing to accept the lofty ideals, the sense of devotion, and the spirit of aspiration represented in Omicron Delta Kappa, please respond, “We are.”

**Candidates:** We are.

**President/Presiding Officer:** Then please repeat after me.

“In the presence of the Circle here assembled,/

I solemnly promise/

to uphold the Ideals and Traditions,/

the Constitution and Bylaws,/

of the Omicron Delta Kappa Society/

and to support in loyal service/

its local and national officers,/

to participate in its meetings, ceremonies and initiatives/

and to diligently foster/

life-long leadership.”

You may be seated.

**President/Presiding Officer:** You have undertaken upon yourselves the obligation of membership in the Omicron Delta Kappa Society. This means that you will ever seek to make it a real factor for good in academic and community life, not only in your college or university, but in American educational institutions at large; that you will make every effort to practice its high ideals, both in private and public life, so that the world may see in you a concrete, living symbol of the great principles of Omicron Delta Kappa.

Omicron Delta Kappa was founded December 3, 1914, at Washington and Lee University, in Lexington, Virginia. In the tradition of the educational idealism and leadership of George Washington and Robert E. Lee, the 15 founders stated that leadership of exceptional quality and versatility in college should be recognized; that representatives of all phases of college life should cooperate in worthwhile endeavor; and that outstanding students and faculty members should meet on a basis of common interest, understanding, and helpfulness.

The motives which guided the founders sprang from the desire to bring together one body for the general good of the institution, leaders from all parts of the college or university community. The success of the OΔK Idea, an essential part of which is its joint student-faculty character and a determination to maintain a consistent and high standard of leadership recognition, led to the establishment of chapters, which we call circles, at other colleges.

*(At this point, the President/Presiding Officer may add a brief statement about the history or traditions of the local circle.)*

It has ever been our desire and custom to try to symbolize in material form our dreams, ambitions, ideals, and sentiments. In accordance with this innate desire and feeling, Omicron Delta Kappa also has tried to express in material form, the “Key”, its noble ideals, lofty aspirations, altruistic aims. The key, which is struck in the form of a circle, symbolizes union forever and the equality which characterizes membership in Omicron Delta Kappa.



# INSTALLATION / INITIATION Ceremony

The Greek motto for which the letters OΔK stands is: (Ho Daph-no'-ko-mos Kük-los) which translates as "The Laurel Crowned Circle."

Our emblem, the Laurel Crowned Circle, stands for success achieved in worthy undertakings. The shape of the Key (the President/Presiding Officer points to a large replica of the Key) represents the circle, which symbolizes the all-around and inclusive nature of our organization. The five stars on the upper bar represent the five major phases of college life, for which our Society stands:

*(As each of the five major phases are identified slowly and emphatically by the President/Presiding Officer, an assistant lights one candle at a time until all five at lit.)*

**Scholarship**

**Athletics**

**Campus or Community Service, Social, Religious Activities, and Campus Government**

**Journalism, Speech, and the Mass Media**

**Creative and Performing Arts**

The number 1914 on the lower bar indicates the year in which our Society was founded.



You have been chosen to wear this emblem of distinction because of your loyalty and devotion to (\_\_\_\_\_) *Name of Institution*) and to the things that are fine and true in life. You will now sign the Official Record Book of the (\_\_\_\_\_) *Name of Circle*).

*(The President/Presiding Officer shall call each member forward by name and deliver to each one the symbols of membership in the Society.)*

Insert the names of those being initiated.

*Names*

*(Proceed to the Installation of Officers if appropriate. If not, proceed to the conclusion of the ceremony on page 12 which includes the benediction/closing moment of reflection).*



# INSTALLATION OF *Officers*

**Presiding Officer (for newly chartered circles):** Congratulations and welcome to Omicron Delta Kappa Society as the members of our newest circle. The establishment of the ( \_\_\_\_\_ *Name of Institution*) Circle helps us continue to approach our goal of sponsoring more than 300 active circles across the United States.

**Outgoing President/Presiding Officer:** I now ask that the incoming officers of the ( \_\_\_\_Name of Institution) Circle of OΔK to please come forward to take the oath of office.

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Faculty Secretary: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

*(Additional officers may be sworn in if selected by the circle.)*

**Outgoing President/Presiding Officer:** Please raise your right hand and repeat after me.

“I do solemnly promise/  
  
That I will discharge the duties of my office/  
  
In accordance with the national constitution and national and local bylaws/  
  
To the best of my knowledge and abilities/  
Bearing in mind always/  
  
The welfare of my alma mater/  
  
And of the Omicron Delta Kappa Society.”

***Congratulations and good luck!***

*(The next page contains the Charter Presentation for newly established circles.  
For the regular initiation ceremony, please see page 12.)*



# CHARTER *Presentation*

**Presiding Officer:** I would now like to invite the new officers and  
( \_\_\_\_\_ *Names of Select Individuals*) to remain here or come up front  
for the presentation of the circle's charter.

On behalf of the Board of Directors of Omicron Delta Kappa, the National Leadership Honor Society, it is my honor to present this charter officially recognizing the  
( \_\_\_\_\_ *Name of Institution*) Circle of Omicron Delta Kappa as a full  
member of the Society with all the rights and privileges granted there unto.

This charter represents many hours of dedicated effort on the part of the students, faculty and staff of the ( \_\_\_\_\_ *Name of Institution*). It is also a symbol of the college's/university's belief in the importance of recognizing and inspiring excellence in cooperative leadership endeavors on campus and throughout the greater community.

As newly inducted members of our Society, you have taken upon yourselves the obligations of membership. As we conclude this ceremony and leave this place, take with you – and incorporate into your daily lives – the ideals of excellence in leadership and service that we have affirmed here today. Congratulations and good luck as OΔK will thrive here and help each of you as you continue in your leadership journeys.

# *Conclusion*

**President/Presiding Officer:** To conclude the ceremony, please welcome  
( \_\_\_\_\_ *Name of Individual*) to conclude today's ceremonies.

**Benediction:** Most gracious God, our eyes are open to all lovely objects of righteousness and truth, and we have been blessed with courage and enthusiasm, high impulse and lofty thought. In this our hour of great dedication, help us as we go out into the world to keep fresh in our lives the ideals which we have affirmed here today. Amen.

*Or*

**Closing Moment of Reflection:** Our eyes are open to all lovely objects of righteousness and truth, courage and enthusiasm, high impulse and lofty thought. In this our hour of great dedication, let us go out into the world and keep fresh in our lives the ideals which we have affirmed here today.







Strive  
FOR EXCELLENCE