**[CIRCLE NAME]**

DATE

«First\_Name» «Middle\_Name» «Last\_Name»

«Address»

«City», «State»

«Zip»

Dear «First\_Name»,

On behalf of the students, faculty and general membership of the [CIRCLE], we offer you an invitation of membership in Omicron Delta Kappa National Leadership Honor Society. We invite you to join the [Month/Year] class of our organization and we sincerely hope you will accept our invitation.

* Omicron Delta Kappa is the premier honor society recognizing, first and foremost, individuals of unquestionable character, and second, attainment of special distinction in campus and community leadership.
* One of the founding tenants of O∆K is “that leaders from a variety of backgrounds and disciplines should affiliate in the spirit of mutual understanding to render service to the campus and community.”
* Our organization is intentionally inter-generational in that we invite juniors and seniors who rise to the top 35% of their class, as well as graduate students, faculty, staff, alumni, and civic leaders for membership.
* We focus on the development of collaborative leaders and promoting our ideals of scholarship, service, integrity, character, and fellowship.

The National Lifetime Membership Fee is $94.00. To accept our invitation, you must pay the initiation fees no later than [XX:00] pm, [DATE]. New members must pay the [choose one of these for your circle]:

1. *[the circle treasurer at “name of office.” Specify the type of payment accepted.]*
2. *OR*
3. *[through the O∆K National Lifetime Membership Fee Payment form online].* [*http://odk.org/national-membership-enrollment-and-payment/*](http://odk.org/national-membership-enrollment-and-payment/)*] When paying online, please use only your [school] email address because this is the email used to track your application. Please note there is a $4.00 service fee for online payments.]*

If you do not pay the National Lifetime Member Fee by the specified date and time, we will officially rescind this offer of membership. If you have any questions about the fees or you wish to decline the offer, please contact [NAME], [EMAIL] immediately.

The initiation ceremony will be on [DATE] at [5:00] pm in the [LOCATION – Room, Building, Street Address] Dress is semi-formal. You are welcome to brings guests.

Once again, congratulations on your selection for membership in Omicron Delta Kappa National Leadership Honor Society.

Sincerely,

[Name],

President, [Circle], Omicron Delta Kappa

[Name]

Circle Coordinator, [Circle], Omicron Delta Kappa

[University Title]