



# Ohio State Organization

## ATTENTION CHAPTER PRESIDENTS & CHAPTER NEWSLETTER EDITORS Chapter Newsletters 2025-2027

### REQUIRED ELEMENTS

1. The Society name: The Delta Kappa Gamma Society International
2. State name: Ohio State Organization – DKG
3. Chapter name
4. Name of your newsletter
5. Volume and issue number (the volume number only changes on July 1 and the issue number changes with each new issue of your newsletter.
6. Editor's name
7. The DKG Mission Statement

### IMPORTANT ITEMS TO REMEMBER

- ◇ To receive Gold Key polish point credit the newsletter **must have the above required elements. In addition, two different newsletters published between July 1, 2025, and May 31, 2026, must be submitted by midnight, May 31, 2026, to the editor of *The Voice* ([editor@dkgohio.org](mailto:editor@dkgohio.org)).**
- ◇ Submit photos as an attachment and not as part of a document (Word, Pages, or Google Doc). One of the Gold Key polish point options is pictures must be published in *The Voice* between July 1, 2025 through June 1, 2026.
- ◇ When submitting photos that you have permission to use names of those identified in the photo.
- ◇ When submitting newsletters, chapter yearbooks or photos **please include** the following in the Subject line: ***Chapter Name*** followed by either ***Newsletter, Yearbook or Photo***.  
**Examples: Zeta Newsletter, Beta Chi Yearbook, or Gamma Nu Photo.**
- ◇ If you use any of the DKG logos or graphics, do not alter in any way and do not overlap other images over the logos or graphics. For further information on the use of DKG logos and graphics go to [https://www.dkg.org/DKGSI/Resources/Logos/Brand\\_Guidelines.aspx](https://www.dkg.org/DKGSI/Resources/Logos/Brand_Guidelines.aspx)
- ◇ Be aware of copyright laws. Great source for images is pixabay.com and canva.com. Chapter newsletters can be created using the free version of Canva.
- ◇ Always have someone proofread your newsletter. Be sure to correct all grammar and spelling errors.

**\*\*\*** If you have any questions, please feel free to contact me at [editor@dkgohio.org](mailto:editor@dkgohio.org) I try to respond within 24 hours.