

**ATTENTION CHAPTER PRESIDENTS & CHAPTER NEWSLETTER EDITORS**

**Chapter Newsletter**

**Required Elements**

1. The Society name: **The Delta Kappa Gamma Society International**
2. State name: **Ohio State Organization – DKG**
3. The Mission Statement
4. Chapter name
5. Volume and issue number (the volume number only changes on July 1 and the issue number changes each month)
6. Editor’s name

**Things to Remember**

* When emailing pictures for *The Voice* or your chapter newsletter, please include the following in the Subject Line: **Chapter Name** followed by either **Chapter Newsletter** or **Photos for *The Voice***.
* Please submit photos as jpegs and not as part of a document (Word or Google doc).
* Be sure you have permission to use names of those identified in the photos.
* Do you have a proofreader? Be sure to correct grammar and spelling.
* DKG images are available for use but cannot be altered in any way.
* Be aware of copyright laws. A great source for images is pixabay.com.
* To receive Gold Key credit the newsletters must have the six required elements.
* In addition, two different newsletters mut be submitted prior to June 15 for the current year to the State President (president@dkgohio.org) and *The Voice* Editor (editor@dkgohio.org). The current year is from July 1 through June 30.

 Example: July 1, 2021, to June 30, 2022

\*\*\*If you have any questions, please feel free to contact me at editor@dkgohio.org or by text at

 (937) 726-6705.

 Revised May 10, 2022