



Ohio State Organization

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 or with each new issue)
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). To meet Gold Key requirement, pictures must be published in *The Voice* issues of July through June. Photos submitted in June will count towards the next year.
- 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 must 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 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 June 9, 2022