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 photos for *The Voice*, your chapter newsletter or your chapter yearbook, please include the following in the Subject Line: **Chapter Name** followed by either **Newsletter**, **Yearbook** or **Photo**. Examples: Iota Newsletter, Zeta Yearbook, or Beta Kappa Photo.

➢ 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 2023 through May 2024.

➢ 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 1, 2024 to the State President (president@dkgohio.org) and *The Voice* Editor (editor@dkgohio.org).

***If you have any questions, please feel free to contact me at editor@dkgohio.org or by text at (937) 726-6705.

Revised July 31, 2023