

CHAPTER NEWSLETTERS – Ohio State Organization

# 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
6. Editor’s name

# Suggested items to include:

* List of Chapter Officers
* President’s message
* Summary of the previous meeting/s; Can be the minutes
* Chapter projects and activities (service, scholarships, initiatives, etc.)
* Programs – before and/or after presentation
* Important dates and deadlines (chapter, state, international)
* Committee Reports
* Society information
* Membership news (new members, awards, deaths)
* Photos with captions/names (In the future, when you are celebrating a chapter anniversary, you’ll know what it is!)
* Member spotlight - “getting to know members”
* Birthdays
* Wellness Report
* Book Reviews
* Inspirational thoughts
* Legislative updates
* Newsletter of at least two pages
* Correct grammar and spelling (Do you have a proofreader?)
* All public domain or creative commons clipart (Be aware of copyright laws.)

**\***To receive **Gold Key Credit**, two different newsletters need to be submitted to both State President ([president@dkgohio.org](mailto:president@dkgohio.org)) AND Editor of *The Voice* ([editor@dkgohio.org](mailto:editor@dkgohio.org)) by **February 1**.

**\***To receive recognition from the State Communications Committee, the newsletters must have the **six required elements** and must be received by **February 1**.

**\***Each chapter communicates with its members in the method that works for them. The newsletters will not be scored, rated or labeled.

\*Be sure you have permission to use names and identified photos.

October 2022