



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 Diana Kirkpatrick (president@dkgohio.org) AND Eileen McNally (communications.marketing@dkgohio.org) by **February 1, 2020**.

*To receive recognition from the State Communications Committee, the newsletters must have the **six required elements** and must be received by **February 1, 2020**.

*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.