

How to Make Your Chapter Yearbook a Perfect 29

In reviewing the submitted chapter yearbooks in previous years, the yearbook committee encountered many instances of the same mistakes being made repeatedly. The TSO Yearbook Committee offers these suggestions for your future reference in preparing your chapter yearbook for submission to the committee and your chapter members.

1. Your Chapter Yearbook MUST be presented in the order of the TSO guidelines and the completed guidelines pages MUST accompany your yearbook when you submit it to the committee.
2. Yearbooks submitted electronically shall be sent to the dkgyearbook@aol.com address and not to the committee chair's email address.
3. Yearbooks should be presented to your chapter members at the beginning of the year. Yearbooks contain vital information including dates, locations and time of chapter events. Late yearbooks can lead to crippling miscommunication and lack of participation on the part of your members.
4. Correct spelling of names and addresses is vital.
5. Use updated and correct information regarding TSO officers, ASTEF, logos and themes.

Respectfully submitted by:

TSO Chapter Yearbook Committee

Dawn Houy, Chair
Jayne Brainard
Dee Cramer
Carolyn Grantham
Vicki Maline
Lila Murphy
Carla Newman