

# Information for Chapter Newsletters

## ***Requirements for 5 Star Newsletter Recognition:***

Chapters must submit at least 5 newsletters to the TSO Communication & Publicity Committee Chair by May 1<sup>st</sup>




## ***Expectations for Newsletter Distribution:***

Communication is critical to the success of our chapters and the state organization. In order to coordinate efforts at all levels, certain state personnel need to be included in the distribution of chapter newsletters.





### **Send Hard Copies of All Newsletters To:**

-  Shalan Inmon, TSO President
-  Carol McMillan, *Lone Star News* Editor

### **When Sending Hard Copies:**


-  Please make two-sided copies on regular paper rather than heavier stock paper.
-  Save postage by folding and mailing in a regular envelope, no staples or tape necessary, as it might get caught in the postal sorting machines.
-  Mail each copy as it is published rather than saving issues to mail at one time.

### **Send Electronic Copies of All Newsletters To:**

-  Pamela Burge, TSO Communications & Publicity Committee Chair
-  Area Coordinator for your Area
-  Area Mentor for your Area
-  Communication & Publicity Committee Member for your Area

**Add these four people to your chapter email group for newsletters to ensure that they receive each newsletter as it is published.**

### **When Sending Electronic Copies:**






-  Please send as a Word Document or PDF to ensure that recipients can open and view the newsletter.

Mailing and Email Addresses are Available in the Presidents' Kit on the TSO Website

## ***Suggestions for Chapter Newsletters:***

The purpose of a chapter newsletter is to inform members. The following information is provided as suggestions, not requirements, for chapter newsletters.

### **Style and Formatting:**

-  If at all possible, keep the same format for each newsletter.
-  Use a font that is easy to read.
-  Avoid using a colored background for text of the newsletter.
-  Newsletters should be a quick read.
-  Consult the DKG Style Sheet located on the state website.

# Information for Chapter Newsletters

## Newsletter Elements:

Including the following elements in chapter newsletters is recommended for chapter history/archive purposes:

- ✿ Newsletter Title
- ✿ Society Branding  
The Delta Kappa Gamma Society International written and/or logo
- ✿ State Branding  
Written and/or Logo
- ✿ Chapter Name
- ✿ Chapter Number
- ✿ Area
- ✿ Geographic Location
- ✿ Date
- ✿ Volume and Issue
- ✿ Mission Statement
- ✿ Editor's Name and Email Address

**Consider including the following elements in newsletters to increase communication with members:**

## Chapter Information:

- ✿ Essential details about the next chapter meeting
- ✿ President's Message
- ✿ Project Calendar
- ✿ Meeting Minutes or Summary of Last Meeting
- ✿ Reminders
- ✿ Various Committee Reports (will vary from meeting to meeting)
- ✿ Pictures, with captions
- ✿ Treasurer's Report, if not in the meeting minutes
- ✿ Chapter Officers
- ✿ Advice from Area Coordinator
- ✿ Spotlight Members, Brag Box, or Member Honors

## State / International Information:

- ✿ DKG Vision Statement: Leading women educators, impacting education worldwide
- ✿ International Theme: Leading women educators, impacting education worldwide
- ✿ News from the International President
- ✿ International Projects: Schools for Africa and Supporting Early-Career Educators (SEE)
- ✿ International Conventions and Conferences
- ✿ State Theme: JOURNEY: Where will you go?
- ✿ News from TSO President Shalan Inmon

## Information for Chapter Newsletters

- ❁ State Conventions and Projects
- ❁ Publication News and Sources” *Lone Star News*, Strengthening the Buzz,  
The Communique, *DKG News*, *DKG Bulletin*
- ❁ ASTEF News
- ❁ Web-Watcher
- ❁ Miscellaneous Information — Recipes, Poetry, Book Reviews, Quotations and /or  
Inspirational Thoughts
- ❁ Clip Art
- ❁ DKG Graphics (TSO Website, Resources, Society Graphics)

Be aware of copyright when choosing to use any content that you do not create yourself. Make sure to site sources when you use clip art and the person who submits photos.