



**Louisiana State-Epsilon**  
**2019-2020 CHAPTER NEWSLETTER AWARD GUIDELINES**  
 Deadline January 31, 2020

Communication is important to make all Delta Kappa Gamma members feel involved and keep them informed. One of the best ways to maintain communication within your group is a regularly published newsletter. The efforts of publishing a chapter newsletter can be rewarded with increased member involvement and commitment. The communications committee of Louisiana State-Epsilon has set minimum guidelines for the chapter newsletter award presented at the Louisiana State-Epsilon Convention as well as the key chapter points for newsletters. Those guidelines are outlined below.

You **must** send each newsletter (prefer emailed) in a **timely manner** to the six Louisiana State-Epsilon people **listed below**.

To be eligible for the Newsletter Award, a chapter must have **at least three newsletters** meeting the guidelines outlined below and published **in a timely manner** between **February 1, 2019** and **January 31, 2020**. Communications sent without the required contents (such as just announcing a meeting) are not considered newsletters and will not be counted.

<b>CHECKLIST FOR CHAPTER NEWSLETTER</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
<b>DATES:</b>					
I. Must Contain <b><u>ALL</u></b> of the items listed below:					
• Society Name					
• Society Mission Statement					
• Chapter, District & State Organization Name					
• Volume & Issue Number					
• Date					
• Chapter President's Message					
• Editor's Name and Email Address					
• Next Meeting Information - location, date, time, etc.					
II. Must Contain <b><u>at Least THREE</u></b> of the important features listed below:					
• Honors, Awards, Noteworthy Achievements of members					
• Summary/Minutes of last meeting					
• Important dates and deadlines					
• Articles about chapter projects					
• State Happenings					
• Legislative updates					
• International news					
III. Sent to these six State People:					
• State President					
• State Executive Secretary					
• State Delton Editor					
• State Communications Committee Chairman					
• <u>Your</u> District Director					
• <u>Your</u> District State Communications Committee Member					
<b><i>Meets Above Requirements</i></b>					