

Components of an outstanding newsletter

(adapted from *Guidelines for State Organization and Chapter Communications Chairs*, 2010)

Each issue should have at least 2 full pages, including a complete header and essential information about the next chapter meeting. Five Star Award chapters publish 5 or more issues per year.

Header:

- Delta Kappa Gamma Society International, DKG, or ΔΚΓ
- Chapter name, chapter number, area, location
- Texas State Organization or Alpha State
- Volume and issue number
- Date of newsletter

Essential information:

- The Society Mission Statement
- The Society Vision Statement
- Editor's name and email
- Meeting information-
 - Location of meeting with directions
 - Date, day, and hour
 - Program details
 - Special events
 - Hostesses

Other important information:

- President's message
- International/State program themes
- Chapter officers
- Honors and awards to members
- Summary of the last meeting (minutes)
- Preview of future events
- Legislative update
- Chapter projects
- Photos that tell a story
- Important dates and deadlines
- Membership changes
- Spotlight on a member, member news
- Committee, Treasurer reports
- Member birthdays
- Highlights of the Lone Star News
- Highlights of International publications
- Articles about Society programs/projects
- Webwatcher report

Optional information:

- Graphics/clip art
- Quotations/inspirational thoughts
- Education websites/useful websites
- Recipes of special dishes
- Articles about chapter/Society historical items
- Reminders of items to bring to meetings
- Articles of interest to women/women's issues
- Travel and study opportunities
- Who to contact when absent
- Articles about scholarship or Achievement Award recipients
- Surveys, applications, nomination forms
- Book reviews
- Poetry