

HINTS FOR A SUCCESSFUL CHAPTER YEARBOOK

The main purposes of your chapter yearbook are to provide information to your members in a timely fashion and serve as a historical document for the members. It does not have to be fancy!

General Tips:

- Begin now to edit the pages that are almost the same as last year.
- Attend your chapter's planning meeting so that you have the necessary information for the meetings.
- Form a committee and have each member be responsible for a section of the yearbook. If they all use the same font and format, the book will have a flow and all of the work does not fall on one person's shoulders.
- Encourage the members to pay their dues in a timely fashion so that your yearbook can be submitted before the **Early Bird deadline of November 1** and still be accurate.
- Enclose the current *Yearbook Guidelines* with the copy of your yearbook being sent to the Texas State Yearbook Chairman. The guide is included in the President's Kit and on the State website under Committees - Yearbook.
- Be sure to fill out the current *Yearbook Guidelines* properly by putting page numbers in the blanks rather than checkmarks. If you didn't number the pages in your yearbook, use a pen to number them in the yearbook that is sent to the State Yearbook Chairman.
- Before printing all of the copies, check that your yearbook has all of the required information as listed on the current *Yearbook Guidelines*. If something is missing, add it!
- **The postmark date is what counts!** DO NOT spend a lot of money mailing your copies to State Personnel. It must be postmarked by **November 1** for the Early Bird award and by **December 1** to be considered on time.
- Indicate in your yearbook when your chapter celebrates both the *Chapter's Birthday* **and** the *Society Founders' Day*.
- To save space and money, use online references to the International and Texas State websites so that your members can access personnel information and future important dates. It is not required that you copy sheets included in the President's Kit; however, your chapter can opt to include these pages in your yearbook.
- When copying pages for your yearbook, the original should be of excellent quality. Use a good copy machine. Consider using front and back of all pages.

- When printing your yearbooks or producing CDs, make extra copies to have available for transfer or reinstated members coming in during the year and for new initiates.
- Write your chapter name and Area on the top right corner of the front of your yearbook on copies sent to all state personnel.
- Change the font or format to achieve desired look.
- Eliminate extra pages to save money, space and the environment. Use references to online websites when possible.
- Please use a clip or tie yearbook pages together for mailing to state personnel. DO NOT send folders or notebooks.

Format

- Make your yearbook user-friendly by using light-colored or white paper and large, easy-to-read print.
- Organize your yearbook into three sections: International, Texas State, and Chapter. The chapter directory should be last in the yearbook sequence.
- Remember that it is easier to design a yearbook on a full (8 ½ x 11 inch) sheet of paper as more information fits on each page. Folding and cutting paper takes more time and uses more paper.
- Combine requirements on your pages to save space and paper. For example, the Society's Mission Statement and the Society's Purposes can easily be put on the same page.
- If you have a title page, it is the first page in the book or use the cover for title page information.
- Plan four chapter programs using one or more of the Society's seven purposes and indicate these with an asterisk.
- Consider a one-page Year-at-a Glance in table form for your meeting and program information. Do use an asterisk to indicate the four programs tied to one or more of the Society's seven purposes.
- Include the following information for meetings.

Meeting date, time and location and hostesses

*Program Title (Use an asterisk for the four programs tied to Society purposes.)

Committees to report

Inspiration/Meditation speaker

Project information