ATTENTION CHAPTER PRESIDENTS & CHAPTER NEWSLETTER EDITORS
Chapter Newsletters
2024-2025

REQUIRED ELEMENTS

1. The Society name: **The Delta Kappa Gamma Society International**
2. State name: **Ohio State Organization – DKG** (not Alpha Delta State)
3. Chapter name
4. Name of your newsletter
5. Volume and issue number (the volume number only changes on July 1 and the issue number changes with each new issue of your newsletter.
6. Editor's name
7. The DKG Mission Statement

THINGS TO REMEMBER

◇ If you use any of the DKG logos or graphics, do not alter in any way and do not overlap other images over the logos or graphics. For further information on the use of DKG logos and graphics go to
https://www.dkg.org/DKGSI/Resources/Logos/Brand_Guidelines.aspx

◇ When submitting newsletters, chapter yearbooks or photos **please include** the following in the Subject line: ***Chapter Name*** followed by either ***Newsletter, Yearbook or Photo***.
Examples: Zeta Newsletter, Beta Chi Yearbook, or Gamma Nu Photo.

◇ Submit photos individually and not as part of a document (Word, Pages, or Google Doc). One of the Gold Key requirements is pictures must be published in The Voice issues of July 2024 through May 2025.

◇ Keep in mind when submitting photos that you have permission to use names of those identified in the photo.

◇ To receive Gold Key credit the newsletter must have the above required elements. In addition, two different newsletters published between July 1, 2024, and June 1, 2025, must be submitted by midnight, June 1, 2025, to the OSO State President (president@dkgohio.org) and editor of *The Voice* (editor@dkgohio.org).

◇ Be aware of copyright laws. Great source for images is pixabay.com and canva.com. You can create your newsletter using Canva.

◇ Always have some proofread your newsletter. Be sure to correct all grammar and spelling errors.

***If you have any questions, please feel free to contact me at editor@dkgohio.org I will normally respond within less than 24 hours.