

To: All Lambda Chapter Presidents and Communication Committee Chairs

From: Pat DeWitt, Editor

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Re: Articles for *Newscaster*

Deadline Dates: August 1

November 1, February 1, May 1

Please include:

- Chapter Name *in body of article and on subject line in e-mail*
- Name, phone number, and e-mail mail of person submitting article
- Picture if available (*identify people in photo or give title to photo*)

Format:

- Articles should be written “in third person,” typed using regular Arial size 10 font, and single spaced. They should be proofread and edited for grammar, spelling, capitalization and punctuation before they are sent to the editor.
- Articles are edited as deemed necessary. It is important to keep articles interesting, succinct, and informative.
- Be concise. Remember your audience. The *Newscaster* is sent to all members of Lambda State, other state presidents and editors, International Officers and International Committee Chairs.
- Highlight chapter activities, projects, programs, and members’ accomplishments. Omit information that ALL Chapters are doing – such as installing new officers, etc.
- Keep articles brief; give facts. Try to eliminate forms of “to be.” Use active verbs rather than passive verbs.
- Be sure to include new initiates and Coordinating Council news and label them as such. These will be placed separate from the chapter news; credit will be given to the chapter that submits this information. Only one credit per *Newscaster* will be given for a total of 4 for the year.
- Do not submit White Rose names directly to the editor; they will be sent to the editor after the Form 6 is completed and sent to appropriate Lambda State Officers.
- Space is limited. Only one person from each chapter (preferably the Chapter Communication Chair) should send only one article per deadline date to be printed in *Newscaster*.

New Addresses:

Please send address changes, new initiates names and addresses, and name(s) of currently deceased member(s) to:

Pat DeWitt, Lambda State *Newscaster* Editor, editor.lambda.ilstate@gmail.com

Also send address changes to:

Sharon Vinson, Lambda State Treasurer, sjvins4@gmail.com

The Delta Kappa Gamma Society International

P.O. Box 1589, Austin, TX 78767-1589, call toll free – 1.888.762.4685

Or send message through dkg.org listed under Contact Us.

Each president and/or communications chair needs to keep a file (electronic or paper) of the written “Permissions to Post” form found on the Lambda State Website for ALL chapter members, speakers, guests, or business establishments where meetings take place. The generated list of each chapter member, along with their e-mail address, can be sent electronically to the *Newscaster* Editor to keep on file. (Please send updated file when new members are initiated.) Speakers, guests, and business establishments need to complete a form only when their name or photo will be used in the *Newscaster* and on the Lambda State Website.

Please take time to send in your chapter’s news. All members benefit from the information you share. Remember, the Communication Committee recognizes those chapters, at the Lambda State Convention, who have submitted news to 3 and 4 issues of the *Newscaster* beginning with the spring issue each year.