



To all Chapter Presidents and Communications/Publicity Chairs:

Lambda State made an agreement with Delta Kappa Gamma International to keep a file of written permissions to post names, addresses, e-mails, and/or photos on the Lambda State Website or Facebook page. Jean Tulin, Lambda State Webmaster, currently has a file of written permissions for officers/committee chairs/committee members/and convention attendees.

All future Lambda State *Newscasters* will be posted on the Lambda State Website and must fulfill the agreed upon requirements made between Lambda State and Delta Kappa Gamma International to keep a file of written permissions to post names, addresses, e-mails, and/or photos on file. **I need each president and/or communication/publicity chair to keep a file of written permissions for all their members, speakers, guests, business establishments where meetings take place, and photos in order to post in the *Newscaster*.** The following information will need to accompany each article submitted to the *Newscaster* in order for the article to be published.

You can **copy and paste the last statement below with your article** into an e-mail or as an attachment to an e-mail to **dkg.pdewitt@gmail.com**.

Pat DeWitt
Lambda State *Newscaster* Editor

Copy this form, have it filled out completely and keep it in your chapter files.

As a member of _____ Chapter _____ Number, I give I do not give permission to have my (name / photo) published in any *Newscaster* and subsequently posted to the Lambda State Website.

Name (print & sign) _____ Date _____

(I give) (I do not give) permission for my (name / photo / business name) to be published in the (fall, winter, spring, summer) 20____ *Newscaster* and subsequently posted to the Lambda State Website.

Name (print & sign) _____ Date _____

_____ I am a guest

_____ I am a guest speaker

_____ I am the owner of _____ (business)

This completed statement must be attached with the chapter article and sent electronically to dkg.pdewitt@gmail.com in order for your article to be published in the *Newscaster*.

I have written permission on file from **(Please list the names of members, guests, speakers or business establishments highlighted in your article)** to have their name and/or picture published in the (fall, winter, spring, summer) 20____ *Newscaster*.

Name _____ Chapter _____
(President – Communication/Publicity Chair) Name Number