

Delta Kappa Gamma Illinois State Organization

Permission-to-Post

To all Chapter Presidents and Communications/Publicity Chairs: The DKG Illinois State Organization (ILSO) made an agreement with Delta Kappa Gamma International to keep a file of written permissions to post names, addresses, e-mails, and/or photos in the *Newscaster* as well as on the ILSO Website and Facebook page. All future *Newscasters* will be posted on the ILSO Website and must fulfill the agreed upon requirements made between ILSO and Delta Kappa Gamma International to keep a file of written permissions to post names, addresses, e-mails, and/or photos on file. Each president and/or communication/publicity chair must keep a file of written permissions (either paper or electronic/e-mail) for all their members, speakers, guests, business establishments where meetings take place and photos are taken in order to post in the *Newscaster as well as on the ILSO Website, Facebook page*, chapter newsletters, and any social media or other publications. The following information will need to accompany each article submitted to the *Newscaster* in order for the article to be published.

ILSO *Newscaster* Editor

Please have member, guests, guest speakers, business owners, etc. fill in the following information completely. Keep this form in your chapter files either electronically or as a hard-copy.

MEMBERS:

1. As a member of _____ Chapter _____ Number, (I give) (I do not give) permission to have my (name / photo) published in any DKG state and chapter media and publications including but not limited to the *Newscaster*, the ILSO Website, and on the ILSO Facebook page. *This permission is granted by me until I request a written change by signing and dating a new Permission-to-Post form.*

Name (print & sign) _____ Date _____

GUESTS, SPEAKERS, BUSINESS OWNERS, ETC: (Must be filled out for each meeting they attend.)

2. (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 ILSO Website and possibly on the ILSO Facebook page.

Name (print & sign) _____ Date _____

_____ I am a guest

_____ I am a guest speaker

_____ I am the owner of _____ (business)

The following statement must be completed in order to use names and/or photos of members, guests, guest speakers or businesses in the *Newscaster*, and subsequently on the ILSO Website and/or Facebook page. Written permissions should be on file as either a paper or an electronic / e-mail copy to have their name and / or picture published in the (Choose one: fall, winter, spring, summer) 20__ edition of the *Newscaster*.

I have written permission on file as either a paper or an electronic copy from _____
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Name _____ Chapter _____ Number _____