



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

TO: Communications Chairman, Editor, and Chapter President
FROM: Alpha Epsilon State Communications and Publicity Chairman
DATE: September 2015

Greetings from your Alpha Epsilon State Communications and Publicity Committee:

My name is Beth Myers and I am beginning my work as chairman of this committee. The purposes of the committee are to promote the use of the Society's publications and encourage the development of Society awareness in the community. It also serves to link member to member, chapter to state, and state to international.

In order to increase Society awareness in your community, we encourage you to send us information about what your chapter is doing, honors and awards received by members, and new initiates. We will do all the work and send a press release to a newspaper in your area! We need to get the word out about "Key Women Educators".

Another important task of this committee is to encourage communications between your chapter and its members with the publication of a chapter newsletter. Each September, we recognize chapters with "Five Star Awards". These awards are given to chapters who regularly send out newsletters that follow the guidelines established by this committee (See attached).

Please note: Each chapter newsletters should be sent to the following:

Jo Ann Manes
State President
2351 Foliage Lane
Dyer, IN 46311
jomanes4bks@sbcglobal.net

Marti Daily
Hoosier Newsette Editor
9291 Golden Leaf Way
Indianapolis, IN 46260
m-daily@comcast.net

Beth Myers
State Communications Chair
3015 High St.
Logansport, IN 46947
myerss@lcsc.k12.in.us

Newsletters may be sent U.S. Mail or email.

Your State Communications and Publicity Committee consists of Dina Dominick, Gamma Mu; Ann Grant, Sigma; Marti Daily, Omega, Ex Officio; Shirley Hewlett, Sigma, Ex Officio; Carol Herzog, Alpha Zeta, Ex Officio; and Jo Ann Manes, Beta Delta, Ex Officio. We would be happy to assist you in any way. We look forward to reading all about your chapter!

Respectfully,

Beth Myers, Gamma Mu, Chair



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Newsletter Guidelines: **Chapter Newsletter Evaluation**

Possible points follow each requirement, in parentheses

Chapter Name: _____

I. Format (6 points maximum)

_____ A. Aesthetic (1)

_____ B. Journalistic Style/Readability (2)

_____ C. Masthead:

1. THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL (0.5)
2. Alpha Epsilon State (0.5)
3. Chapter Name (1)
4. Date, issue number (1)

II. Content (14 points maximum)

_____ A. Mission statement (Purposes of the society may also be included) (2)

_____ B. Reorientation (education about DKG) (1)

_____ C. Announcement of Meetings: (who, where, what, when, how) (3)

_____ D. Dates and Deadlines (Chapter, State, International) (2)

_____ E. Chapter Projects (1)

_____ F. Highlights of previous meetings (1)

_____ G. News of Members (3)

_____ H. Editor's name, address, phone number, email (1)

_____ Maximum possible: 20 points

Five Star Awards will be presented to those Chapters who have sent in a minimum of five (5) newsletters each year and whose newsletters earn an average score of 15-20 points on the above Chapter Newsletter Evaluation.

Honorable Mentions will be presented to those Chapters whose newsletters have earned an average of 12-14 points on the above Chapter Newsletter Evaluation. A minimum of 4 newsletters each year is required to receive this distinction.