



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS  
**DELTA KAPPA GAMMA**

Sigma State Wisconsin  
**WORKING WITH YOUR EDITOR**  
(for chapter presidents)

**June Leadership Workshop**

**June 17, 2016**

What you need to know  
about our state  
newsletter:

***Sigma State News***

# Address Lists for *Sigma State News*

- The editor receives a list of WI members from DKG International for the mailing of each issue, and will send this to you for **corrections** within your chapter.
- **You and she** will check for address changes that were not updated on the International list.
- New address zip codes should include **all nine digits** to facilitate mail bundling.
- There is a **cost** for each returned newsletter.
- These are **not redirected** to the new address.
- Each chapter president is **emailed** a copy of the newsletter which she can forward to members of her chapter if they don't receive it.



# Chapter Presidents must do all these things concerning addresses:

- Keep **accurate records** of their members' addresses, and keep the editor informed of any changes.
- Make sure the permanent changes are recorded (Form # 27) with State Treasurer and at **International** as soon as **known**.
- All chapters must report member deaths **IMMEDIATELY** (# 6).
- **Forms** to use for these are listed in each newsletter, p. 2 or 3.
- **Check the Excel list** the editor sends when she gets it from International for your chapter, and **inform** both the **editor** and **International** of any updates not already in that list.
- See that all your **snowbirds** have made address arrangements.
- **Emails** will be sent to all current chapter presidents when the editor needs something from them or to inform them of anything of interest to all.
- **Check your email regularly** and respond right away if a response is needed!



# Snowbirds

Snowbirds must do one of the following:

Agree to receive all newsletters via email while they are away (most do this)



*OR*

Use the “**Snowbird Change of Address Form**” in the August issue to let us know where to send their newsletter throughout each year.

e.g. When do you leave/return? Winter address? Or will this be a permanent change from now on?

# GUIDELINES FOR CHAPTER ARTICLES TO GO IN *Sigma State News*

- Email your chapter-named document in **Word** format.
- Email photos as a separate jpg. file. Avoid hard copies!
- All members who appear in **photos** should have submitted their **permission** signature for publication.
- Only **one space after a period**—this is the rule for computers!
- **Single space** between paragraphs, a tab in of 0.13” is OK.
- Your page is almost certainly wider than ours, so let your **computer automatically cut off lines at the end**. Otherwise we have to find and remove all the resulting unnecessary spaces.
- Be aware of the **publication dates** versus your submission date when reminding members of an event earlier than publication.
- **Do not** try to create columns manually!
- We must get **confirmation** of member **initiations or deaths** from the state **treasurer** before publishing them in the “Roses”.

# More Hints for *Sigma State News*:

- **Don't** forget to spellcheck!
- **Don't** include zeros after the decimal in currency amounts—wasted space!
- **Never** set any page in Landscape!
- **Do** email or print copies for your members who are not yet on the mailing list.
- Articles should be of **interest to the whole state**. Full obituaries are usually only for those who have served at the state level.
- **Emails** to the editor about individual **members** must have the **member's name** in the email subject line.

# *Sigma State News*

## **Deadlines for submitting articles for publication:**

**July 15**

**November 15**

**January 15**



i.e. a **month before** we publish each issue in mid August, December and February.

# Your Chapter Newsletter



- Remember to include your **chapter name** in your **document** name, **not only** the **email** title. Otherwise we get 26 newsletters all called “**DKG newsletter**”.
- Please submit **newsletters** either in **Word** or **PDF**, whichever uses **less memory**. It usually depends on how many **photos** are included. Generally, if there are **a lot of photos**, **PDF** will use less memory. **No photos, Word** uses less.
- If you don't have a **PDF writer** program, you can find several **free** online, such as “**Cute PDF.com**”.

# Chapter Newsletters

- **Email** a copy of your **chapter-named** newsletter to:
  - **Sharon Storms**, Sigma State Newsletter Editor  
[sstorms@wildblue.net](mailto:ssstorms@wildblue.net)
  - **Marilyn Lambert**, Sigma State President  
[genmarsue@centurytel.net](mailto:genmarsue@centurytel.net)
  - **Barb Cody**, Sigma State Communications Chair  
[bjcody46@gmail.com](mailto:bjcody46@gmail.com)
- If you need help with any of this, Contact  
Sharon Storms or Barb Cody