

# Guidelines

Delta Kappa Gamma Society International  
Alpha Phi State  
West Virginia

## Score Sheet for CHAPTER BULLETIN / NEWSLETTER

Excellence (48-50 pts) \_\_\_\_\_ Participation \_\_\_\_\_

Chapter \_\_\_\_\_

Date \_\_\_\_\_

- \_\_\_\_\_ 1. Newsletters should be arranged in time sequence for the society year.  
(5 Points)
- \_\_\_\_\_ 2. They must be placed in a standard-size notebook or manuscript binder.  
(5 Points)
- \_\_\_\_\_ 3. The binder should be easy to handle.  
(5 Points)
- \_\_\_\_\_ 4. Bulletins should be clearly identified as to the name of the chapter and date of publication (current year only).  
(5 Points)
- \_\_\_\_\_ 5. Space in newsletters should be well utilized.  
(5 Points)
- \_\_\_\_\_ 6. Layout should be attractive and easy to read.  
(5 Points)
- \_\_\_\_\_ 7. Bulletin/newsletter should include items SUCH AS information about the chapter (schedule of meetings, synopsis of past meeting, action to be taken next, update on projects, etc.), members' activities and accomplishments (birthdays, offices in other organizations, weddings, family news), and written works (poetry, research published, etc.)  
(15 Points)
- \_\_\_\_\_ 8. Society news should be included.  
(5 Points)

\_\_\_\_\_ TOTAL POINTS

JUDGES COMMENTS \_\_\_\_\_  
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