CHAPTER NEWSLETTERS

Required Structural Components

If you are having your newsletter commercially printed, work in page groups of four (4): 4 pages, 8 pages, 12 pages, etc.

Leave a good page margin on all four sides for easier reading.

Consider using columns, boxes, arrows, and graphics.

Make sure graphics are not copyrighted!

Use photos of events and of your members' participation.

Leave a bit of "white" (blank) space here and there to rest your readers' eyes.

For text, use 11-point font, preferably Times New Roman, Geneva, or Calibri.

Page 1 Banner Components

1. Name of newsletter (title)
    a. *Omega Online!*
2. An Official Publication of The Delta Kappa Gamma Society International for Key women Educators
3. Oregon State Organization (OSO)
4. Society Mission—Copy it from the website.
5. Society Vision—Copy it from the website
6. Volume number, Issue number, Date
    a. Vol. 48, No. 3, June 2020—or at least 48:3 (June 2020)

Footer (Or Header If You Prefer)

1. Name of Newsletter
2. An official publication of (Chapter Name) sent (monthly, bi-monthly, quarterly) of DKG Int'l.
3. Newsletter editor's name (Edited by Mary Ellen Jones)
4. Page number

Back Page / Last Page Only

Whether or not you are mailing printed copies, on the back page include a return address for your chapter.

Leave room for a name/address sticker for those you do mail to members who have no computer access.

Add a square for a stamp as a good reminder.

CONTENT

Plagiarism

Avoid plagiarizing. Watch this short video from International as a reminder:

https://www.powtoon.com/embed/ce7mJngrXxB/ *Is It Right to Copy That?* (for webmasters and editors) 4 min. video

1. If you want more, the Internet has 51,200,000 sites at your fingertips.
2. If your chapter keeps handouts, I did one on Plagiarism at a state meeting about five years ago that summarized recommendations from International Office and many other sources. Or ask me for a copy: cwmueller33@gmail.com
3. Remember: Photos, things on websites, published articles, music, graphics, and MUCH more are all automatically copyrighted, so use a recommended website for free to use materials, such as Pixabay for graphics and photos.
4. Doing photos of your members? Be sure each person pictured has filed a **Media Permission Form** with Bonita Fillmore, our Administrative Secretary. The form is readily available on the Oregon website at https://dkgoregon.weebly.com/uploads/8/4/3/3/84337872/media_permission _form.pdf (You will see this again later; it's important!)
5. Photos of community members, fellow teachers, students? Same thing, same form. Permission is needed to use the image.

Articles

Have your chapter decide what type of content it wishes to publish. For example:

- Upcoming meetings, both local and state
- **Do send at least a couple of sentences of Chapter Chatter so everyone can share what you are doing.**
- Speakers (and a short biography of their qualifications)
- Events (Scholarship or grant presentations. Are you inviting the winners to your chapter meeting?)
- Fundraisers (bingo nights, dinners, yard sales, teas, conservation work. . .)
- Public works that support your community—Little Free Libraries, Building Early Academic Readiness programs, donations to community groups such as our 2019 Les Schwab Diaper Drive, Food Bank work. Christmas baskets, adopting a Christmas family . . .
- Chapter work to support International Work and Projects: Support for Early-Career Educators, Schools for Africa, World Fellowships, International Emergency Fund, DKGSI Educational Foundation
- How about having your committees each report on their actions that month?
- A message from your chapter president should go in each newsletter.
- Photos of members at work, at meals, at meetings, and at play.
- Honor advanced or initial degrees.
- Honor family events of members: Marriages, births, retirements, graduations, adoptions, deaths, promotions, changes in assignment (from 5th grade to middle school, for example), recognition for a job well done in the community, degrees achieved . . .)
- What did you do this summer? What are you plans for spring break?
- What did you do during the COVID-19 pandemic?
- Inductions of new members
- Request for officer candidates, info on each one, then installation of officers
- Guests / Prospective members
- Nominations Committee recommendations for officers
- Membership Committee suggestions for new members
- Programs that support one or more of the Seven Principles of DKG: How about this one? *To inform the membership of current economic, social, political, and educational issues, so that they may participate effectively in*

a world society. You could invite your school(s) superintendent(s) to discuss how the results of the pandemic and resulting economic decline are affecting your local districts.

Taking Photos

Using your own photos is an excellent idea! Your members will recognize the setting, remember the activity, and can see themselves in print.

1. Doing photos of your members? **Be sure each person pictured has filed a Media Permission Form with** Bonita Fillmore, our Administrative Secretary. The form is readily available on the Oregon website at https://dkgoregon.weebly.com/uploads/8/4/3/3/84337872/media_permission_form.pdf (Repeated on purpose. It's important.)
2. Photos of community members, fellow teachers, students? Same thing, same form. Permission is needed to use the image.
3. Use the best quality camera you have with the most pixels available. (Most modern smart phones have excellent cameras.)
4. Take photos of small groups—2 to 4—not more. Label everyone and the occasion.
5. Take closeups.
6. Pose your people so their <u>faces</u> are well lighted: No windows behind them with the sun shining through and no bright lights behind the people.
7. Avoid photos with alcoholic beverages, political slogans, controversial images, etc.

Editing

- Make it good by proofreading and editing.
- Always spell and grammar check your work and the work others send to you.
- Ask the president and a second member to be your proofreaders. (Buy them a cup of coffee or an ice cream as a reward.)
- When all is the best you can make it, turn the document into a "pdf" (Portable Data File) so it will stay the way it should and be easy to open for readers.