



The Delta Kappa Gamma Society International Alpha Iota State

2,500 Key Women Educators ~ 64 Chapters ~ Two Peninsulas

Alpha Iota State Communications Committee

Providing Resources for Chapter Newsletter Editors and Chapter Communications Committees

The 2011-2013 State Communications Committee has reviewed the process for submitting chapter newsletters as well as the scoring criteria. The submission criteria is as follows:

- Submission deadline is **Wednesday, February 1, 2012**
- Submission format - choose 1 (one) of the following methods:
 - A paper copy
 - As an electronic email attachment in either Microsoft Word format (.doc or .docx)
 - As an electronic e-mail attachment in Portable Document Format (.pdf)
 - On a CD in either Word or .pdf format
 - A link to your website if your newsletter is posted there, with a login and password if needed.
- The newsletter submitted should be from this **Autumn**. This means a **September, October, November or December** newsletter. You choose your best.
- Let us know if the bulk of your recipients gets the newsletter as an electronic file. (Think Green!)
- Identify your editor or editors and provide email address(es) if they are available.

Send your 1 (one) submission by **February 1, 2012** to:

Laura Perkins, Communications Chair

perkins.laura.k@gmail.com

If mailing a CD or paper copy of your newsletter:

Submission before January 13, 2012, please mail to: Laura Perkins, 2364 Crossings Cir., Davison, MI 48423 **Submission between January 13 to February 1 should be mailed to:** Laura Perkins, 3441 Pointe Creek Ct., Unit 302, Bonita Springs, FL 34134.

The Process

- The committee will welcome submissions BEFORE the February 1st deadline!
- Laura will collect all newsletters and she will scan the paper submissions to convert them to an electronic format.
- Then she will send electronic versions of the newsletters out to all five readers for scoring.
- The scores will be tallied and averaged.
- Comments and suggestions will be written so that they may be distributed at the State Convention.

Download a copy of the Scoring Guide. Use it to help make this year's newsletter your best! Find out what elements the readers will be considering.