

**INSTRUCTIONS FOR SUBMITTING COPY FOR THE ALPHA ZETA STATE NEWSLETTER  
- REVISED August 2011**

**Guidelines:**

- ✓ All chapter news will be published together under the chapter name – active members, retired members, and chapter events. You do not need to divide it into categories. We will make every effort to print all chapter news received for each issue.
- ✓ Please submit all copy electronically in Microsoft Word to Email address for the newsletter: [aznews201113@optimum.net](mailto:aznews201113@optimum.net) [This is a NEW address.]
- ✓ Be sure to identify your chapter in the submittal. Send with “Request Read Receipt” to verify that we have received your submittal.
- ✓ Copy is to be submitted in Times New Roman, 11 pt. font. [This correspondence is in the correct font.] Suggested headlines should be in Times New Roman 14 pt. font. Please use single-space.
- ✓ Kindly keep in mind the following, which was obtained from the *Delta Kappa Gamma 2010 Guidelines For State Organizations And Chapter Communication Committee Chairs*.
  - 1) The local chapter is the foundation of Delta Kappa Gamma....communicate!
  - 2) Publicize noteworthy achievements, chapter programs, projects, special honors/awards of members’ and professional/personal growth experiences.
- ✓ The editors reserve the right to edit any and all submittals.

**Suggestions for Content**

- ✓ **Consider a feature article on your chapter noting a unique project or events, rather than a brief summary of your chapter.**
- ✓ **Increase the use of photographs to support your text.**
- ✓ **See numbers 1-2 above**

**SUBMITTAL SCHEDULE FOR 2010-11**

	Fall (1 <sup>st</sup> ) Newsletter	Winter (2 <sup>nd</sup> .) Newsletter	Spring (3 <sup>rd</sup> .) Newsletter
Deadline for submission	October 15, 2011	Jan 9, 2012	April 15, 2012
Content Focus	<b>Professional News</b> Alpha, Gamma, Epsilon, Eta, Iota Lambda, Nu. Omicron and Rho	Convention, State Business, Scholarship, Bylaws, etc.	<b>Professional News</b> Beta, Delta, Zeta, Theta, Kappa, Mu, Xi, Pi, Sigma and Tau
Distribution Dates-e-format and hard copy requests	October 25, 2011	January 15, 2012 (built in snow date)	April 30, 2012

**Fall Issue: (1 of 3 state newsletters) New for 2010-11. Please be advised that we have made a change in the newsletter as listed within the above chart. The fall issue will showcase nine (9) chapters and the spring newsletter will highlight the remaining ten (10) with the winter issues reserved for the**

**state convention.** Copy must be submitted by **Saturday, October 15, 2011.** This issue will feature an article, based upon take-aways from members who attended the regional conference. You might consider reporting on your chapter members who attended the Northeast Regional Conference with respect to Embracing Our Vision Designing Our Future. We will also be continuing with the section entitled, ***“What Works? – Growing Your Membership”*** in which a chapter may share information on strategies that have worked well. Example: “Our chapter has followed the newspapers for stories about exceptional educators and invited them to a chapter meeting.” OR “Our chapter tries identifying two potential members from a new district so that they can encourage each other to become active.”

**Winter Issue: (2 of 3 state newsletters):** Copy must be submitted by **Monday, January 9, 2012.** This issue features information on our state convention. (**Alpha Zeta State Convention Dates: March 23-25, 2012**). In this issue, our feature will be “What Works? – Encouraging Your Members To Attend the State Convention and two new feature entitled *State Convention and You: Activating Your Vision* and *Convention Checklist.*”

**Spring Issue: (3 of 3 state newsletters)** Copy must be submitted by **Sunday, April 15, 2012.** This issue will feature news of the remaining ten (10) chapters, with some post- convention news as well as highlights of the year to date. We will also have information on the **2012 Delta Kappa Gamma International Convention**, to be held in New York, NY on July 24-28. Our feature for this issue will be “What Works? – Outstanding Chapter Programs and/or Service Projects.” You are invited to submit a vivid summary, including pictures of something, really exciting that your chapter has done, and to include contact information for any chapter interested in duplicating your experience.