Newsletter Award Checklist

To be eligible for the Newsletter Award, a chapter must submit by January 31, at least **three newsletters** that contain **all required items** and at **least three featured items** listed below:

Newsletter Date						
	1st	2nd	3rd	4th	5th	6th
Must contain ALL items:						
Society Name						
Society Mission Statement						
Chapter, District, & State Organization Name						
Volume & Issue Number						
Date						
Chapter President's Message						
Editor's Name & Email (identified as editor)						
Next Meeting Information						
Must contain at least THREE items:						
Honors, Awards, Achievements of Members						
Summary/Minutes of Last Meeting						
Important Dates & Deadlines						
Chapter Projects						
State Happenings						
Legislative Updates						
International News						

Newsletters must be sent at least two weeks after publication date to the state and district members below:

	State President	Kathy Welch	Click HERE to Email
	Executive Secretary	Lori Myers	Click HERE to Email
	Deltion Editor	Tina Wolfe	Click HERE to Email
	State Communications Chair	Barbara Campbell	Click HERE to Email
	Chapter's District Director		
	District Communications Committee Rep.		

Newsletter	1	2	3	4	5	6
Date Sent						

Social Media Account: ___ Facebook ___ Instagram Other _____

Chapter: _____ President: _____

Editor(s) _____