

To: All WA State Organization Officers, Committee Chairs, Area Liaisons, Chapter Presidents

From: Jannette Manuel, WSON Editor
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* Chapter presidents, please take time to send a copy of your chapter newsletters to the editor. All members benefit from the information you share. Remember, at the WSO Spring Convention, the State Communication Committee awards chapters who submit at least 4 issues of their chapter newsletter and have submitted at least one article to their area liaison for inclusion in at least one issue of the WSO News.

RE: Articles for WA State Organization News

Deadline Dates: **July 15, October 15, January 15, May 1**

Please include:

- ◆ Chapter Name in body of article and on subject line in e-mail
- ◆ Name, phone number, and e-mail of person submitting the article
- ◆ Picture, if available (identify people in photo or give title to photo)

Format:

- ◆ Articles should be proofread and edited for grammar, spelling and punctuation before they are sent to the editor.
- ◆ Articles are edited as deemed necessary. It is important to keep articles interesting, succinct, and informative.
- ◆ Remember your audience. The WSO News is sent to all members of DKG WA State Org., other state presidents and editors, International officers and committee chairmen, and to Washington State public officials.
- ◆ Highlight state and chapter activities, projects, programs, and/or members' accomplishments. OMIT information that ALL chapters are doing – such as installing new officers, enjoying a holiday party etc. **Tell what makes the chapter special.**
- ◆ Keep article brief; give facts. Try to eliminate forms of “to be.” Use active verbs rather than passive verbs.
- ◆ Be sure to include area news, special projects, and honors. This information is placed separately from the chapter news; credit will be given to the chapter if the chapter submits this information to their state area liaison.
- ◆ **Do Not** submit White Rose names directly to the editor; the names will be sent to the editor after the Form 6 is completed and sent to the State Treasurer and State 2nd VP/Membership Chair. Likewise, **do not** submit new initiate names. Those come to the editor from the State 2nd VP.
- ◆ Space is limited, so area liaisons will coordinate chapter articles and submit to editor; designated state officers and state committee chairmen are encouraged to send only one article per deadline date based on the submission rotation schedule.
- ◆ By submitting an article and/or photo to be published in the *WSO News*, you give permission to have the article/photo posted on the WA State Org. website.