

## Alpha Sigma News Deadline and Issue Planning Guide

Article topics are suggested; X indicates an article is requested on a relevant topic of your choosing. 250-300 words preferred.  
Photos (.jpeg format) are encouraged, as appropriate. Please include names of people in the photo and event information.

<b>Society Business</b>	<b>Summer Issue (due July 15th)</b>	<b>Fall Issue (due October 15)</b>	<b>Winter Issue (due January 15)</b>	<b>Spring Issue (due April 15)</b>
President's Message	X	X	X	X
Executive Secretary	Fall Boards Registration/ briefed schedule	X (as needed)	Spring Convention Registration/briefed schedule	X (as needed)
Communications	X	X	X	X
Bylaws & Standing Rules		X	Exact text of proposed revisions	X
Expansion/Dissolution (Past President)			X (if applicable)	
Finance			Proposed Budget	
Leadership Development	Retreat	X	X	Retreat registration
Membership (deaths, new members, transfers, reinstates (2 <sup>nd</sup> Vice President)	X	X	X	X
Nominations		X	Nominee photos and statement	
Achievement Award (Past President)		State achievement award nomination guidelines		Recipient Information/ photo
<b>Society Purposes</b>				
Educational Excellence (1st Vice President)	X	X	X	X
Grants-in-Aid		Application due dates		Recipient information/ photos
Legislative Liaison	X	X	X	X
Personal/Professional Growth	Fall Board/Clock hours As assigned		Spring Convention/ Clock hours As assigned	
Arts & Humanities	As assigned	As assigned	As assigned	As assigned
International	As assigned	As assigned	As assigned	As assigned
US Forum	As assigned	As assigned	X	X
Educational Foundation	As assigned	As assigned	As assigned	As assigned

Photos should be submitted in jpg format, names of pictured individuals labeled left to right, and include a brief description of the event, including date and location. Articles submitted should be sent in Word or pdf format. Send to Barbara McPherson, State Editor, [dkgwanews@gmail.com](mailto:dkgwanews@gmail.com) or mail to 27120 138<sup>th</sup> Lane SE, Kent, WA 98042.

Revised 7/2020

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<b>Area Liaisons</b>	Include chapter highlights, member recognitions and key events *Chapter presidents should submit articles to liaisons two weeks prior to liaison’s deadline. Photos welcome in JPEG format for any addition. Please include names and event information.			
Areas I, II, III	X			
Areas IV, V		X		
Areas VI, VII			X	
Areas VIII, IX, X				X
<b>Rachael Royston</b>	Recipients’ information/photos	Application information	X (as needed)	X (as needed)
State Convention/ Fall Board Hostess	Invitation to Fall Board		Invitation to Spring Convention	

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