

WSO News Deadline and Issue Planning Guide

Article topics are suggested; X indicates an article is requested on a relevant topic of your choosing.
 . Articles submitted should be sent in Word or Docs, 250-300 words preferred.

Society Business	Summer Issue (due July 15th)	Fall Issue (due October 15)	Winter Issue (due January 15)	Spring Issue (due April 15)
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	X	Exact text of proposed revisions	X (as needed)
Expansion/Dissolution (Past President)			X (if applicable)	
Finance			Proposed Budget	
Leadership Development	X	X	X	X
Membership (deaths, new members, transfers, reinstates (2 nd Vice President)	X	X	X	X
Nominations		X	Nominee photos and statement	
Achievement Award (Past President)		State achievement award nomination guidelines		Recipient Information/ photo
Society Purposes				
Educational Excellence (1st Vice President)	X	X	X	X
Stipends & Scholarships		Application due dates		Recipient information/ photos
Ed Policy/Legislation	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

Send to Barbara McPherson, State Editor, dkgwanews@gmail.com or mail to 27120 138th Lane SE, Kent, WA 98042.

Revised 6/2021

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Area Liaisons	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
State Convention/ Fall Board Hostess	Invitation to Fall Board		Invitation to Spring Convention	
Rainbow Lodge Leadership Retreat (odd numbered years)	Follow-up to retreat		registration	
Dumas Bay Arts Retreat (even numbered years)	Follow-up to retreat		registration	
Rachel Royston	X	X	X	recipients

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