

Rubric for Evaluating Chapter Newsletters 2018-2019

See Revised Guidelines on Eta State NC Website.
Refer to *Guidelines for State Organization and Chapter Communications*
and *Publicity Committee Chairs* booklet from International

Required Categories of Information:

I. Items preferably to be placed within the Masthead:

- | | |
|--|-------------------------|
| 1. ___ Newsletter Name | 5. ___ Date |
| 2. ___ The Delta Kappa Gamma Society International | 6. ___ Chapter Location |
| 3. ___ Eta State, North Carolina | 7. ___ Name of Chapter |
| 4. ___ Volume and Number | 8. ___ Region Number |

II. Items to be placed within newsletter text:

9. ___ A president's column
10. ___ President's full name, preferably at the end of her column
11. ___ Contact information for president, preferably at the end of her column
12. ___ Contact information for editor (or clarify if president is editor)
13. ___ One chapter item *
14. ___ One chapter item *
15. ___ One chapter item *
** examples: description of project or committee work,
member news, meeting information (more than date or URL)*
16. ___ Calendar of events for chapter, state, and international events
must include all three levels
17. ___ One article of information about state (not just date or URL) *
18. ___ One article of information about state (not just date or URL) *
**examples: theme, project, information about an event, legislative update,
regional news, Eta State President's column, use [Eta Data](#)*
19. ___ One article of information about International (not just dates or URL)
examples: theme, project, information about an event, use [Eta Data](#)

III. Item regarding newsletter format

20. ___ Uses elements of good design (see *Guidelines* handbook, p. 14)
*examples: consistency of format and design, good flow,
easy readability (font, white spaces, etc.)*

One bonus point: ___ Includes a technology tip for members

Also Required: four issues of at least two pages of updated content, submitted between March 1, 2018 and March 1, 2019. Those chapters meeting these requirements and averaging at least 16 out of 20 from the rubric on their top four submitted newsletters will be presented with a Newsletter Excellence Award at the 2019 Eta State Convention.

Reminder: Beware of copyright infringement—if you don't have written permission, leave it out.