5-Star Newsletter Recognition

 TSO Information for Chapter Newsletters

**Requirements for 5 Star Newsletter Recognition**:

 *Chapters must submit at least 5 newsletters to the TSO Communications & Publicity Chair between July 1st to May 1st to be eligible for recognition.*

**Expectations for Newsletter Distribution**:

 Communication is critical to the success of our chapters and the state organization. To coordinate efforts at all levels, certain state personnel need to be included in the distribution of chapter newsletters.

***Send Hard Copies of All Newsletters to***:

**Bonnie Moore**, TSO President

19215 E. Cibolo Creek Court

Cypress, TX 77433

 **Pam Burge**, *Lone Star News* *(LSN)* Editor

 P.O. Box 540

Yorktown, TX 78164

***When sending hard (printed) copies***:

🗒 Please make two-sided copies printed on regular paper rather than heavier stock paper.

🗒 Save postage by folding and mailing in a regular envelope, no staples or tape which might get caught in the postal sorting machines. *Hint: run a ruler over the folded pages to flatten by before inserting in envelope.*

🗒 In the **upper left corner**, under your return address, **print the name of your chapter.**

🗒 Mail each copy as it is printed, one issue at a time. Do NOT save and send all issues at one time.

🗒 **Suggestion**: Print pre-addressed stick on labels for all members who will receive a printed newsletter.

***Send Electronic Copies of All Newsletters to*:**

🗒 Ann Mahan, TSO Communications & Publicity Committee Chair

🗒 Communications & Publicity Committee Member for your Area

🗒 Area Coordinator for your Area

🗒 Area Mentor for your Area

***When Sending Electronic Copies*:**

🗒 Please send newsletters as a **Word Document** or **PDF** to ensure that recipients can open and view the newsletter.

🗒 For SUBJECT, identify DKG: Name of Chapter, Date of Newsletter.

**e. g., DKG: Zeta’s September 2023 Newsletter**

🗒 Mailing and email addresses are available in the Presidents’ Kit on the TSO Website

*Before You Send: Check Final details to ensure delivery.*

 **Mailing printed copies**: ✓✓✓✓✓✓✓✓

 ✓ Have you printed the name of your chapter in the upper left corner under your return address?

 ✓ If you use a preprinted address label, is it stuck firmly to the envelop?

✓ Is the closure firmly sealed?

✓ Did you put a stamp on the envelope?

**Sending electronic copies**:

✓ If you had spell check on as you created the newsletter (very good idea), remove the spell check underlines before sending.

✓ Do you have the correct email address?

✓ Did you properly identify your newsletter in the *Subject* area*?*

Subject: DKG: Alpha’s April 2024 Newsletter