



## Newsletters

- A newsletter should be printed & mailed to all alumni, parents & undergraduates at least twice per year. You should also send a copy to key campus & national staff.
- If you can afford it, newsletters should be done in color.
- Newsletter should include at a minimum the following content:
  - Alumni & Undergraduate Group Photos
  - List of Volunteers & Officers
  - Chapter Report
  - Alumni Updates
  - Recent Award Winners
  - Campus & National News
  - Event Calendar
  - List of Annual Donors & Annual Fund Request Envelope
  - Promote Website & Facebook Page
  - Contact Information
- Newsletters should be posted on the website & emailed as soon as print version is completed.