

August 26, 2008

GENERAL LETTER TO CHAPTER/COLONY “E”s - # 1

Dear “E”:

You are the key link between your chapter and its alumni. When you realize that more than 90% of all living members of Delta Chi are alumni, you have an indication of how important your position is to your chapter, the alumni and Delta Chi.

Besides the alumni newsletter, Founders’ Day, Homecoming, and the normal correspondence with the alumni, there is the *Quarterly*. We have made great strides in improving the *Quarterly* and believe that the quality of the *Quarterly* has a significant impact on the pride of our members. A major determinant of that quality and pride is the material you submit. Remember, no “E” will be considered for an “E” Key award unless the material he submits contains his name.

PLEASE read the attached reference sheet. The appearance of material from your chapter/colony is up to you. Quality material submitted in proper form is the key. All material submitted MUST contain your chapter’s name!

Note that the next Campus Scene is due December 1, 2008. It is vital that you do everything in your power to send quality photos (must be 300 dpi at 100%) in for every issue. When taking photos, remember that it’s faces that matter, not shoes or ceiling. In other words have the picture taken closer. Then closer still!! And have them set their digital cameras on at least medium quality.

Upon your request, we will provide you with an electronic file of your chapter’s alumni information. We would greatly appreciate your reviewing this and sending us any addresses, emails, etc. you know to be more current.

Your help is essential! To further assist you in your job, more electronic files can be ordered during the year. You may also order alumni addresses on self-adhesive labels for mailings. Please send this request to

Claudia@deltachi.org.

Fraternally,

A handwritten signature in black ink, appearing to read "Ray Galbreth". The signature is written in a cursive style with a large initial "R" and "G".

Raymond D. Galbreth
Executive Director

P.S. Please place a copy of this letter in your "E" Notebook so your successor can also review it.

c: "A", "BB"