

## QUARTERLY REFERENCE SHEET

This reference sheet supersedes all previous instructions on submission to the Quarterly. Remember the Quarterly is read by over 20,000 alumni and 5,000 undergraduates, the majority of whom are not from your chapter. Put items of local interest in your chapter's newsletter. **\*\*Material must be received at the Headquarters Office by the 1st\*\*** Please email your submission to [emilya@deltachi.org](mailto:emilya@deltachi.org).

<b>ISSUE:</b>	Fall/Winter	Winter/Spring	Spring/Summer	Summer/Fall
Deadline for material:	<b>August 1</b>	<b>December 1</b>	<b>March 1</b>	<b>May 1</b>
Magazine out:	November	February/March	May/June	August

(Note: Due to the delay between submission and the printing of the magazine be careful of announcing an "upcoming event" that will have already occurred when your alumni receive the magazine)

**CAMPUS SCENE:** appears in the Winter/Spring and Summer/Fall issues only --**NOT in Fall/Winter or Spring/Summer issues**

1. Limit to one page, include the name of chapter and "E" on the submission/ email.
2. Include: Annual or traditional functions, service projects, Greek Week activities, scholastic honors, major in-house improvements, important parties, special efforts by alumni, alumni relations and/or parents' events, and intramural sports.
3. **DON'T** include: Any in-house election, lists of initiates or associate members, in-house thanks, graduating brothers and their future plans, nicknames, or such statements as: "Everyone had a good time," or "We are looking forward to a great semester."

**\*\*SEND PICTURES** --When taking a photo, stand as close to subject as possible. Faces are what matter, not shoes or ceilings! Also, we will not print photos with drink cups showing. **DIGITAL PHOTOS MUST BE AT LEAST 300 dpi TO BE USED (at 100% of size to be printed)\*\* YOU MUST PROVIDE A CAPTION WITH YOUR PHOTO OR IT WILL NOT BE CONSIDERED\*.**

**FEATURETTES:** INSTEAD of the Campus Scene in the Spring/Summer issue, we will be looking for what we would call "Featurettes"-small stories highlighting ONE special event or achievement.

**KEEPING IN TOUCH:** is for alumni news. First jobs will be printed only if truly unique. Please note correct format. Wedding announcements must have already occurred and include wife's maiden name.

**Gregory Smith '96** was promoted to President of Acme Chemical in New York, NY.

**Robert Marshall '90**, has been appointed Senior Vice President of First National Bank in St. Louis, MO.

**John Coleman '08**, married to Jane Smith on May 15, 2009.

Born to Brother and Mrs. Michael Todd '04, a son, Brian Michael, on June 15, 2009.

\*List submissions to each of these in ascending class year order, alphabetical within class year.

**\*WE WILL NOT PRINT THE FOLLOWING:** Engagement announcements, graduate school information, or any announcements without full information as illustrated above.

**\*\*ALWAYS INCLUDE THE NAME OF CHAPTER WITH YOUR SUBMISSION**

**\*\*FEATURE ARTICLES ARE WELCOME FOR ANY EDITION**

**\*\*SEND ALUMNI ADDRESS CHANGES TO THE HEADQUARTERS OFFICE**

Questions?? -Contact Emily at the Headquarters ([emilya@deltachi.org](mailto:emilya@deltachi.org)) 319-337-4811, ext 123

### **\*QUARTERLY "E" KEY AWARD REQUIREMENTS**

A nominee must have held office and submitted material for at least two issues of the Quarterly. His nomination must be voted on by the Chapter/Colony and recorded in the minutes submitted to the Headquarters Office. Nomination forms can be found in the awards packet sent out in the spring.

January 2010