



DELTA CHI HEADQUARTERS

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IOWA CITY, IA 52244
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February 21, 2019

GENERAL LETTER TO CHAPTER/COLONY "E"

Dear "E":

You are the key link between your chapter and Delta Chi 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 as a whole. They want to know details about your activities and achievements, so let them know!

In addition to the *InBrief*, Founders' Day message, and the normal correspondence with the alumni, we publish *The Delta Chi 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 component of that quality and pride is the reports you submit. Be sure to add your name and title to everything you submit so that you can be considered for the prestigious "E" Key, an annual recognition of our top chapter and colony "E"s.

PLEASE read the attached reference sheet. It's critical that you follow the annual calendar for submitting articles and updates. Do your best to submit quality items that are well written. As mentioned before, be sure to include your chapter/colony name along with your name and title.

Please note: The next Campus Scene article is due by May 1, 2019.

It is vital that you do everything in your power to send quality photos, with a caption, (must be 300 dpi at 100%) for every issue. When taking photos, remember that it's faces that matter, not shoes or ceilings...and no alcohol containers or red cups! In other words, get closer and then closer still!! **All materials and any questions should be directed to Director of Communications & Publications, Ben Ely at 319-499-0348, bely@deltachi.org.**

To further assist you in your job, electronic files/printouts can be ordered during the year. You may also order alumni addresses on self-adhesive labels for mailings. Please send this request to our Office Administrator: Heidi Nobles, hnobles@deltachi.org. Any questions? Please give us a call!

Sincerely,

Your IHQ Staff

P.S. Please place a copy of this letter in your "E" Notebook for you and your successor!

FRIENDSHIP | CHARACTER | JUSTICE | EDUCATION

cc: "A", "BB", ABT President, Regent