

# Tips

for  
Chapter  
Officers



## How to Use the Newsletter Publication Service

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Sending a print newsletter is one of the most popular and effective ways to keep your members informed about past and present PDK events. But writing the text, formatting it to look like a newsletter, and addressing and mailing all those copies can be overwhelming, especially if you're not very experienced with desktop publishing programs. To take some of the stress out of sending your chapter newsletter, consider using the [PDK International Newsletter Publication Service](#).

### 1 WRITE YOUR NEWSLETTER.

At [www.pdkintl.org/chapters/newsletter.htm](http://www.pdkintl.org/chapters/newsletter.htm), you'll find a list of links on the right side of the page under the "Tools" Heading. The first is called "Templates." Simply click this link to download a Word document where you can insert your newsletter text. Looking for images or content to fill up empty space? Click the "Cartoons" and "Quotes" links to find what you need.

### 2 SEND YOUR NEWSLETTER.

Once you have completed and proofread your newsletter, you may print it and send it to your chapter members. However, if you'd rather let the international office do it for you, just follow these three simple steps:

- A.** Save your completed newsletter as a PDF.
- B.** Click the "Print/Mail Order Form" link at [www.pdkintl.org/chapters/newsletter.htm](http://www.pdkintl.org/chapters/newsletter.htm), complete the form, and save it.
- C.** E-mail both the newsletter PDF and completed order form to [memberservices@pdkintl.org](mailto:memberservices@pdkintl.org).

We'll take care of printing, addressing, and mailing the newsletters to your current good-standing members. Standard fees apply. To see how much it will cost so that you can decide if you'd like to use your chapter funds for this service, click the "Cost Estimate" link on the right side of [www.pdkintl.org/chapters/newsletter.htm](http://www.pdkintl.org/chapters/newsletter.htm).

While every effort will be made to get newsletters out sooner, it is important that you allow two weeks from the time your newsletter is received for it to be printed and mailed. If you have any questions about the PDK International Newsletter Publication Service, please call 800-766-1156 or email [memberservices@pdkintl.org](mailto:memberservices@pdkintl.org).

Thank you for your leadership. We wish you continued success in your chapter!