



Chapter Newsletters

All chapter newsletters should be sent as a word document to Jennifer Poff at jpoff@gscpa.org. The information below is in the format that the Society uses to create the electronic newsletter. Jennifer Poff will take the information and place it in the template accordingly.

Your chapter Month and Year www.gscpa.org **Unsubscribe link**

President's Message: This is the area where chapter president's can write a message to their members about anything. It can be a brief summary of the last meeting or an update about a Society event you went to. It can also be a message about a random concern, such as, do people read this section of the newsletter?

Chapter Meeting: This is the area where you put your details regarding your upcoming chapter meetings. You can put the location, date, time, topic, speaker, hours of CPE available, dinner/lunch menus, cost, speakers' biography, meeting agendas and RSVP information.

Chapter News: This area includes any items that may be of interest to your chapter, such as, special recognition of your members by the Society, community service projects, help wanted ads and any news from the Society that is valuable to your members can go here.

Meeting Schedule: All chapters should have a meeting schedule. Providing a meeting schedule for your members allows them to plan ahead for your meetings. This may create higher attendance at your meetings.

Chapter officers and committee members: This area lets your members know who their chapter officers are and who the committee members are. You should provide contact information (both phone and email) in this area. Committee members just need to list their email.

This is just a few suggestions for sections of your chapter newsletter. However, if you feel you need to add more information, please do. Some chapters do a Member of the Month section and highlight an important member of their chapter, others list upcoming Society events and some even list big CPE events they have, such as, 8 hour A&A sessions and half day CPE events.