

Chapter Report Submission Deadlines

October 15

February 15

Chapter reports should be
submitted online at:
lks.org/ChapterReportSubmission

Your on-time submission counts
toward scoring for the Chapter of the
Year Award presented at each
Convention.



Get Published in the *Blue & Gold Triangle!*

The editors of the *Blue & Gold Triangle* will review all chapter report submissions and feature the best stories in future publications.

So make sure your report highlights your chapter's biggest and best events as well as stories about outstanding members.

Tell Us About Your Chapter's

Successes & Outstanding
Members All Year Long!

You don't need to wait for the chapter report submission deadline to tell Headquarters what your chapter is up to.

Any time throughout the year, you can let us know of your chapter's events or inspirational members by emailing:

communications@lks.org.

We Need Your High-Quality Photos!

When submitting photos, please try to send the highest quality/largest size image possible so that they can be used in print publications as well as online. Please follow the guidelines below.

TIP: Not sure how big your photo is? Hover your cursor over the image icon on your computer. Right click and select Properties. Click the Details tab.

- 300 dpi.
- At least 1800 x 1200 pixels.
- Before taking photos with your camera, change your settings to the highest-quality setting.
- Do not distort the image by applying photo filters or effects.
- Do not attempt to increase the size of an existing image using filters or software. This will not improve the quality or make it appropriate for printing.
- When exporting the image off of your camera, be sure to select the Actual Size option.
- Submit the photo(s) to HQ through the form at: lks.org/ChapterReportSubmission

Questions? Email communications@lks.org.