Chapter Newsletters Template

All chapter newsletters should be sent as a word document to Kara Peterson at kpeterson@gscpa.org. Below is the general format that the Society uses to create the electronic newsletter. Kara Peterson will take your chapter's 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 presidents 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 attended. It can also be a message about a random concern, such as, do people read this section of the newsletter?

Chapter Meeting Details: 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, speaker's 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.

Upcoming Meeting Schedule: All chapters should have a meeting schedule listing the upcoming meetings for the year. Providing a meeting schedule for your members allows them to plan ahead for your meetings. This will likely 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.

These are 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 CPE programs.