



CHI ETA PHI SORORITY, INCORPORATED® OPERATIONS MANUAL

PUBLICATIONS

SECTION VI

CHI LINE

Sample Form
Refer to the National Website.

CHI ETA PHI SORORITY, INCORPORATED®

CHI LINE FINANCIAL REPORT FORM



CHAPTER/REGION: _____

DATE: _____

NOTE: Cost for Ads/pictures is subject to change.

ADS/PICTURES		No. ADS/PICTURES	AMOUNT
<input type="checkbox"/> Picture(s) B/W	\$15.00	X	\$
<input type="checkbox"/> Picture(s) Color	\$25.00	X	\$
<input type="checkbox"/> 1/8 Page Ad	\$30.00	X	\$
<input type="checkbox"/> 1/4 Page Ad	\$50.00	X	\$
<input type="checkbox"/> 1/2 Page Ad	\$75.00	X	\$
<input type="checkbox"/> Full Page	\$150.00	X	\$

TOTAL ENCLOSED: _____

Submitted By: _____ Title: _____

Phone #: _____ Email Address: _____

PLEASE note that the *Chi Line* cannot accept non-sorority or business advertisement.

Chapter/regional check or money order payable to: *Chi Eta Phi Sorority, Incorporated*

Mail only the **CHI LINE FINANCIAL REPORT FORM** and
payment/check to:

National Tamiochus, Chi Eta Phi Sorority, Incorporated
Address
City/State/Zip

**PLEASE DO NOT SEND MONEY/CHECK TO THE
EDITOR-IN-CHIEF or ASSOCIATE EDITOR.**

Distribution: Original to National Tamiochus
Email a copy to Associate Editor
Maintain a copy in file

Effective: 2019



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CHI LINE

Chi Line is the newsletter for Chi Eta Phi Sorority, Incorporated, designed to publish current and noteworthy recognitions, achievements and activities of members, chapters, regions and national officers. It is published bi-annually, exclusive of the Special Boule issue. The Associate Editor has full responsibility for the publication of Chi Line. The Editor-in-Chief shall receive publication status updates of the newsletter from the Chi Line Associate Editor.

THE ASSOCIATE EDITOR RESPONSIBILITIES:

1. Selects Assistant Editors to assist with the preparation of the newsletter at the outset of tenure.
2. Sends service letters to chapters, regions and national officers at designated times soliciting noteworthy news for the newsletter.
3. Communicates with Supreme Basileus regarding the intent and content for *Special Boule*' issue of the Chi Line.
4. Provides detailed guidelines for submission of news including the nature of content, photos, advertisements and deadlines, along with a copy of the Chi Line Financial Report Form.
5. Refers members to *Operations Manual* for information about the *Chi Line* publication as needed.
6. Solicits ads only from chapters, regions and national officers in preparation for each *Chi Line* publication.
7. Provides leadership for the preparation and publication of quality newsletters.
8. Communicates with the publisher on an ongoing basis to assure publication of a quality product.
9. Maintains contact with the Editor-in-Chief on an ongoing basis.

Chi Line Submission Guidelines (Regions/Chapters/Members) Electronic Submission Preferred

1. Reports must be typed, double spaced, three hundred (300) words or less.
2. Include name of chapter/region, Chapter Basileus/Regional Director and/or reporter/designee on the Chi Line Report Form (Members News.)
3. All photos submitted must be accompanied with a copy of the Chi Line Financial Information Form. (NOTE: The form will be emailed by the Chi Line Associate Editor as needed in the service letter.)
4. The Chi Line **cannot accept non-sorority or business advertisements.**

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Obtain this form from the National website. Email this information to the chi Line Associate Editor only,

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CHI LINE

CHI ETA PHI SORORITY, INCORPORATED®



CHI LINE REPORT FORM (MEMBERS NEWS)

CHAPTER: _____ **REGION:** _____ **DATE:** _____

Submitted by: _____ **Title:** _____

Who's Who in Chi Eta Phi Sorority, Incorporated: Members who have outstanding and notable achievement of national or international significance.

NAME	ACHIEVEMENT(S)
1. _____	_____
2. _____	_____

Awards/Honors/Appointment(s): Professional or civic recognition given by chapter/regions or received by individual members.

NAME	TYPE	GIVEN BY
1. _____	_____	_____
2. _____	_____	_____

Academic Achievement(s): Please indicate members who received BSN, Masters, Doctorate and/or certification (type).

NAME	COLLEGE/UNIVERSITY	DEGREE	DATE
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Publications:

Presentations of National Significance:

Beta Corner News University/College: _____ City/State: _____

Beta Basileus: _____ **Beta Sponsor:** _____

Necrology: Members who have passed since the last Chi Line.

Email this information to the Chi Line Associate Editor only. Add additional formatted paper if needed. *Effective: 2019*



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