**All Internal and External communications are approved by the President prior to release.**

Weekly Chapter Communications are due to Soror Shalanda Ellison by Friday at 9 p.m. [CSecretary@saginawdst1967.com](mailto:CSecretary@saginawdst1967.com)

Email (Listserv) is the official communication tool for providing information to chapter members.

GroupMe is the official communication tool for providing information to committee members.

Outlook is the official application tool for meeting invites, acceptances and declines.

Committee Chairs shall approve all documents prior to remittance to Corresponding Secretary, unless otherwise noted, final documents are released by the Corresponding Secretary and Committee Chair or their designee.

**Publicity and Communications Flowchart**