

# APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

## STANDARD OPERATING PROCEDURE

**Position: Chapter Newsletter**

**Document No: SOP0053\_ Chapter Newsletter**

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**Issued By: Board of Directors**

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**Revised By: Board of Directors**

1. Purpose And Scope
  - a. To establish and maintain instructions for setting up a chapter newsletter.
2. References
  - a. APICS Chapter Leadership Handbook – Newsletter
  - b. <http://www.apics.org/membership/volunteers/volunteertraining.htm>
3. Instructions
  - a. Newsletter
    - i. Desired format for Newsletter should utilize the template provided by APICS - The Association of Operations Management including all logos and feature design.

### Revision Box

Requests for changes to this document must be made in writing to the issuing and approving authority together with documentation on which to base the review and approval. Listed below is the record of changes for this document. Revision level and approval of revisions are recorded on title page.

Rev	Date	Page	Paragraph	Nature of change
0	3/16/09	All	All	New Document Split from Larger Document