

Newsletter Submission Requirements

Deadlines: February 15, June 15, and October 15.

Submissions received after these dates will not be accepted.

Reports

- Submit only ONE report highlighting all of your Branch activities; indicate which activities were funded by a BIP grant
- Send your report in Word, Pages, or within the body of an email
- Clearly label the email with your Branch name in the subject line
- Send submissions to Glynda (rtoeditor@gmail.com); cc to Maureen (rtocommunications@rtonstu.ca), and to your liaison (add your email)

Photos

- Choose quality photos, not quantity
- Do NOT embed photos within your report - send as separate JPGs
- If possible, attach photos in the same email as your report, or in another email with your Branch name and the word pictures
- Clearly label pictures, and if including a caption, keep it brief - note that captions may not always be included due to space constraints

Remember

- Consider sending submissions in early
- Encourage Branch members to submit personal stories (poetry, hobbies, travel, humorous anecdotes, milestones, pictures of NS, Did You Know suggestions)
- If you have ideas/suggestions for an article you would like to see in the newsletter, please let a Communications Committee member know