

# Newcastle Elementary PTSA

Parent Teacher Student Association

2014-2015: Community & Service



## Cub News Article Submission Procedure

**Overview:** Cub News is a monthly PTSA publication. This newsletter is distributed to Newcastle families one Friday per month (typically the second, but may vary due to holidays or breaks). Families will receive the newsletter electronically via e-mail.

**Deadline:** All Cub News articles must be submitted to the Communications Director by **the Sunday the week before distribution no later than 6 pm.** Anything submitted after the deadline will not be included in that week's newsletter.

**Process:** An e-mail reminder and request for articles will be sent by the Secretary the Wednesday 9 days prior to the Cub News distribution date. **As a reminder, all articles must be approved by the EC member your position reports to prior to being submitted to the Secretary for publication.** The EC member will forward the approved article to the Secretary and will 'cc' the person who submitted it in order to inform her/him that the article was submitted, reducing duplicate copies being sent to the Secretary. Articles should be typed in Word or directly into your e-mail so it can easily be edited and inserted into Publisher. The Secretary will compile all articles into one document and send them to the President for approval by Monday at 6 pm.

The PTSA President will approve and forward the articles to the Cub News Editor by Wednesday at 6 pm. The Cub News Editor will layout the newsletter and distribute via e-mail every other Friday.

### Summary:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Secretary e-mails a reminder about upcoming Cub News publication.			
All articles due to Secretary by 6 pm	Secretary forwards collected articles to President		President approves articles and forward to Cub News Editor		Cub News editor distributes monthly Cub News via e-mail.	

### Contact Information:

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