



The Cub News - Article Submission Procedure 2011-2012

Overview: Cub News is a bi-weekly PTSA publication. This newsletter is distributed to Newcastle families every other Friday. 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 p.m.** 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 Communications Director the Wednesday, 9 days prior to 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 Communications Director for publication.**

When e-mailing your articles to the Communications Director, remember to 'cc' the EC member your position reports to even though you received approval. This will inform them that the article was submitted, reducing duplicate copies being sent to the Communications Director. Articles should be typed in Word or directly into your e-mail so it can easily be edited and inserted into Publisher. The Communications Director will compile all articles into 1 document and send them to the Co-Presidents for approval by Monday at 6 pm.

The PTSA Co-Presidents will approve and forward the articles to the Cub News Editor by Wednesday at 6:00 p.m. The Cub News Editor will layout the newsletter and distribute via e-mail every other Friday.

Summary:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Communications Director e-mails a reminder about upcoming Cub News publication.			
All articles due to Communications Director by 6 pm	Communications Director forwards collected articles to Co-Presidents		Co-Presidents approve articles and forward to Cub News Editor		Cub News editor distributes bi-weekly Cub News via e-mail.	

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