

Contact

1. If info is received by deadline, CONTACT can be mailed 3 -4 weeks later. Printer needs one week.
2. Articles need to be submitted in Word or plain text format
3. Articles need to be unformatted
 - a. NO COLUMNS
 - b. Tables are OK
 - c. Submit pictures **separately**; do not include them with the article text.
4. Please title your report with your District or Division name, i.e. District 3 Fall 2011 Report.
5. If you are trying to achieve a certain look, include an example, and I will try to accommodate you
6. Please do not submit the body of your article in your email. That requires me to create a document, extra work
7. District articles should contain:
 - a. Information about what is happening in the district, past, present, future
 - b. If you are planning or have a scheduled workshop, mention it, but submit the details for the Workshop page, rather than repeat all the information
 - c. Report on things that may have happened or be happening to certain teachers in your district
 - i. Lilly grants
 - ii. Special projects
 - iii. Something that made the papers
 - d. Resources or new contacts for supplies In your area
 - i. A printer that gives away end rolls of paper
 - ii. An advertising sign manufacturer that gives away scraps of Plexiglas
 - iii. A glass supplier that gives away scrap mirror pieces
 - e. Congratulations for awards received
 - f. Pictures, pictures, pictures with captions, captions, captions
8. Division articles should contain **statewide** info about:
 - a. Any news that pertains specifically to your division area (if there are overlaps with district reports, I can edit)
 - b. Any DOE changes that may have been made, under discussion or up for review that are pertinent
 - c. Exhibits, competitions or opportunities available to teachers or students in your division
 - d. Upcoming meetings, seminars, educational or grant opportunities for teachers in your division
 - e. Things to ponder:
 - f. If a local merchant sponsors a workshop in your district and gives a good value, perhaps we can offer a free ad of comparable value
 - g. If you see an article in a magazine that you feel would benefit your fellow teachers, let me know about it. It might be worth a mention in a report, or even a possible reprint!

9. We need a policy for obituaries
10. Let's review deadlines for CONTACT submission. Submitting articles early works well for me. Submitting revisions is **not bad. If I get things early, I can begin formatting and there is always space left.**
11. When I was teaching, I always looked forward to reading about the things that were happening around the state. I think it is important that we give our members a bang for their buck. If you are overwhelmed, consider getting someone else to write the article. Give them the info you want covered. For some, writing is a breeze!!! Consider setting up broadcast emails soliciting info from your district members.