

Troop 317 Newsletter Submission process

**Need to get the word out to all scouts & parents in Troop 317?
The weekly newsletter is the perfect venue for that!
Here's how...**

Where do I submit my announcement?

- Send your submission to newsletter@troop317.com

When is the deadline for submitting announcements?

- Submissions must be received by the end of the day on **THURSDAY** in order to be included in the next issue of *the newsletter which will be published weekly on Sunday evening or Monday morning*. Anything received after Thursday may be postponed until the following week.

What kind of announcements will be considered for inclusion in the newsletter?

- The purpose of the newsletter is to keep Scouts & their parents informed of any activity that has an impact on the Scout's involvement in the troop. Therefore, any announcement pertaining to troop activities will be considered for inclusion. This includes but is not limited to: campouts, fundraisers, merit badge clinics, service & volunteer opportunities, as well as other items deemed appropriate by the newsletter editors.

What information should be included in the announcement?

- Just the facts!
- Please limit to two (2) paragraphs or an easy-to-read bulleted list.
- More detailed information is best described by the use of web-links to other documents or websites. The Troop website (troop317.com) can be used to store this type of information. Include this request as part of your newsletter submission and please allow some extra time to build the referenced document and/or webpage.
- The newsletter editors reserve the right to edit your announcement for content. If necessary, the announcement may be converted to a brief notice with an appropriate link for the reader to get further information.

That's it!
