



District 11 Southern Region Publications



15 March, 2016

Re: Publication Approval Procedures

Those wishing to produce an Auxiliary publication, such as newsletters, flyers, posters, handouts and so on, are required to have an approval in accordance with Auxiliary Policy.

Please submit publications for approval formatted to both:

James Hoyt, DSO-PB – jshoyt-cga@cox.net

Catherine Harrach, ADSO-PB – caharr86@outlook.com

The document should be formatted in either Microsoft *Word* or Adobe *Acrobat*. Once reviewed and if approved, you will receive an approval document with an approval stamp. This stamp must be added to your publication prior to distribution. Also, there may be required changes and suggested changes within the approval document. Please ask the publications staff if you have any questions.

Things to include:

- Be sure to include members' names, flotillas, divisions, dates, and activities. The more information provided helps ensure a complete story. However, do not use personal identifiable information. If you pull from any source, please indicate your sources. This includes photos; please include the photographer's name.
- Articles should be written clearly and concisely. The district publications staff will help in areas of minor grammar changes, spelling errors, and so on. However, you should proof and edit your copy prior to submission. Ask someone to proof it for you. Should you need help, please advise the DSO-PB, as we can help. Submissions that contain multiple errors or are poorly written will be declined.
- Photos are great additions to any newsletter, remember to use captions.
- Consider your audience. This ensures your newsletter contains appropriate information. Use proper discretion when including operational stories or information.
- Avoid over-use of abbreviations. Common Auxiliary titles (FSO, SO, etc.) are fine, however use sparingly.
- Articles and photos should be timely and accurate.

If the publication is not approved or if changes are necessary, you will be advised, and we may offer suggestions and indicate areas of concern.