

# ***DISTRICT 11SR PUBLICATIONS***



27 August 2012

## **District 11SR Publications Approval Procedures**

Re: Publication Approval Procedures

Those wishing to produce an Auxiliary publication, such as newsletters, flyers, posters, handouts, and so on, need to have them approved in accordance with Auxiliary Policy.

For submission, please send newsletters formatted as either in Microsoft Word or Adobe Acrobat PDF to:

**Julia Dye, DSO-PB** – [juliaddye@gmail.com](mailto:juliaddye@gmail.com)

and

**Charles P. Lathrop, ADSO-PB** – [lathrop2@q.com](mailto:lathrop2@q.com)

Those who are already working with an ADSO-PB, approval procedures will remain the same, however, please copy the DSO-PB on all submissions.

Once reviewed and if approved, you will receive an approval. We'll send you an approval stamp like the one on the right. This stamp must be added to your publication prior to distribution. 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. 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.
- Consider your audience. This ensures your newsletter contains appropriate information.
- Avoid over-use of abbreviations. Common Auxiliary titles (FSO, SO, etc.) are OK, but 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.