

# Submitting a Newsletter Article

**Newsletter audience** includes all Scouters, parents and anyone interested in hearing about Scouting! *If your notice has more specific audience, work with your staff advisor to target your specific group.*

To streamline the editing process, please follow the process outlined below and include as much information as possible.

Here's an example of the 5-step process to submit a newsletter article or event advertisement:

1. Include a picture or another attention grabber. (If time permits we can create a graphic like this one.)
2. Include a short phrase or quick explanation of the topic, event, event recap, etc.
3. Included a short article (word document is best) and/or Flyer (if appropriate) – please include pictures!
4. Verify that your webpage is up to date.
5. Submit by 25<sup>th</sup> of each month to run the following 1<sup>st</sup> of the month



The picture\* or title should be JPG, GIF or PNG. Ideal size: 500 pixels across and between 100-300 pixels for length.

\*We reserve the option to swap out your design.

## There's still 1 spot left!

Be one of the nearly 180 Scouts and Scouters from the Golden Empire attending!

Have questions?

Please contact [Roberta McLaughlin](#) or [Ann Kantola](#)

[Check out our webpage to learn more!](#)

Quick Teaser

Short description 1-2 sentences max.

Link to flyer and/or article

Link to webpage and contact information

With the proper pieces submitted, putting it all together makes the editing job run smoothly!

Email necessary information to [info@gec-bsa.org](mailto:info@gec-bsa.org) with "newsletter" in the subject line by the 25<sup>th</sup> of the month. Questions? Please email [info@gec-bsa.org](mailto:info@gec-bsa.org) – subject "newsletter questions"