



## Newsletter Guidelines 2022-23 Program Year

The goal of our newsletter is to communicate with our members. Our newsletter is also distributed to other AAUW leaders in California through the statewide newsletter listserv. It is primarily an internal document and content may not be shared without permission.

The newsletter is published monthly, usually around the first. The July and August issues are combined. It is distributed by email through [constandcontact.com](mailto:constandcontact.com)

Around the 20<sup>th</sup> of the month, the newsletter editor will send a reminder to all board members, and interest group chairs. Any member is welcome to submit an article.

All articles are due by the 25<sup>th</sup> of the month for inclusion in the next month's newsletter. If you are unable to submit your article on time, contact the editor for instructions. Articles should be between about 200 and 500 words. Photos that go with your article are especially welcome!

Please limit articles to branch updates and AAUW mission-related topics. Our newsletter does not publish articles about outside organizations unless they are engaged in a partnership with our branch. Events, etc. from other AAUW branches are welcome if our members are invited. AAUW does not permit branches to raise funds for any organization except AAUW.

Please refer members to the branch directory rather than publishing members' personal information.

Please submit all newsletter articles to [shelleydmitchell@gmail.com](mailto:shelleydmitchell@gmail.com)

You are welcome to contact me by email or phone if you have questions.

Shelley Mitchell  
Newsletter Editor