

## **Guidelines for the CA Online Branch, *Onliner News***

The goal of our newsletter is to keep our members informed and up-to-date. It is also distributed to other AAUW leaders in California through the statewide listserv for newsletter distribution.

The newsletter is typically published around the first of the month. About the 15th of the month, the president will send a reminder to all board members and interest group chairs. The president shall also send a request for member news and pictures to the membership email list. The president then compiles the Member News into one document for the editor.

Articles should be submitted for each issue by the President, the Program VP, the Membership VP, the Book Group, the DEI Chair, and the Public Policy Chair. Please limit articles to branch updates and AAUW mission-related topics. Articles should be between about 200 and 500 words. Photos that go with your article are especially welcome! Please refer members to the branch directory rather than publishing members' personal information. All articles are due by the 20th of the month for inclusion in the next month's newsletter. If you are unable to submit your article on time, please contact the editor to discuss the situation. The articles can be attached as a Word document or included in the email. Submit all newsletter articles to Randa Blanding [randabland@gmail.com](mailto:randabland@gmail.com) and Gail Swain [gailrswain@gmail.com](mailto:gailrswain@gmail.com). Our newsletter does not publish articles about outside organizations unless they are partnering with our branch or have a direct connection to our organization. Events and activities from other AAUW branches are welcome if our members are invited.

AAUW does not permit branches to raise funds for any organization except AAUW.

You are welcome to contact the editor by email or phone (619-884-3536) if you have questions.

Thank you,

**Randa Blanding**

Newsletter Editor

**Gail Swain**

President