***Newsletter* Info**

* The *Newsletter* is published ten months a year. It is sent out the month preceding its effective month, e.g., the September Newsletter is emailed at the end of August. There will be no July or August issues.
* The deadline for submitting articles is the **15th of the month before its effective date**, e.g., an article for the September *Newsletter* **must** be submitted by August 15th.
* Articles, **except for Interest Groups**, are to be e-mailed to Randa (randabland@gmail.com). Please either send your article in the message of the email or attached as a document (.doc or .docx), (not Pages) and never as a .pdf or .xlsx.
* **The subject line should include AAUW and the subject of the article, eg. SUBJECT: Membership.**
* Interest Group contacts will send their information to Charlene Vojtilla (charjoy@gmail.com) at the beginning of the year and as changes arise. She will send Randa the entire Interest Group Happenings monthly.

The following usually has a monthly article: Program, Presidents, Interest Groups, and often AAUW Funds, Scholarship and Education, Public Policy, Volunteers, and Two-Minute Activist.  All motions passed by the board are also to be included in the next *Newsletter*, submitted by the secretary.

The *Newsletter* is sent out the last week of the month.

Please call Randa (619-884-3536) if you have any questions or concerns.

**Production procedure:**

As articles are received, Randa will drop them into a Google Doc template. Randa will move the final articles to MailChimp as a draft. The final draft will be sent to the president for review and approval. The final *Newsletter* will be emailed to the membership.5