

2017 Meadowlark District 4-H Newsletter Due Dates

MONTH	Deadline for Email Submission	Compiling Newsletter	Proofing Date -Have returned by to send to KSU	Estimated Shipping Date	Expected Date in Mailbox
February	Jan 17 by noon	Jan 18-19	Jan 20 by noon	Jan 23	Jan 27
March	Feb 16 by noon	Feb 17-21	Feb 22 by noon	Feb 23	Feb 27
April	Mar 16 by noon	Mar 17-20	Mar 21 by noon	Mar 22	March 27
May	April 17 by noon	April 18-19	April 20 by noon	April 21	April 26
June	May 16 by noon	May 17-18	May 19 by noon	May 22	May 26
July	LOCAL				
August	LOCAL				
September	Aug 16 by noon	Aug 17-18	Aug 21 by noon	Aug 22	Aug 26
October	Sept 15 by noon	Sept 18-19	Sept 20 by noon	Sept 23	Sept 26
November	Oct 16 by noon	Oct 17-18	Oct 19 by noon	Oct 20	Oct 26
Dec/Jan	Nov 14 by noon	Nov 15-16	Nov 17 by noon	Nov 20	Nov 27

***These dates are tentative & subject to change. Reminders of deadlines will be sent out approximately one week prior to the deadline. Please be mindful of these deadlines!**

FORMATTING

We ask that you submit articles in Microsoft Word, “No Spacing” format, Times New Roman 12 point, single spaced, paragraphs indented, single column. Headings should be bold with the first letter capitalized. Typically, the local pages will be converted to columns, so you are welcome to submit local information in a two column format as well. Please email by the due date to the District 4-H Agent and Office Professional in charge of formatting newsletter.

Goals for 2017 will continue from 2016 of a twelve (12) page newsletter and limiting the local pages to one (1) page for each office. Please help with this goal by including information open to all the Meadowlark 4-Hers on the District pages. It is also helpful with article submissions to have district information in one file and local information in another, or at noted within a file (separate heading or pages works). A listing of important dates will continue on the front page.

For the months of July and August there will be no District 4-H Newsletter. Each local office is responsible for producing newsletters as they see fit during those months. The District 4-H agent will submit articles to the local offices that pertain to the whole District (example: State Fair). Local offices need to inform the 4-H agent of deadlines for their local newsletters if they want such articles. It is also expected that local newsletters at this time will be forwarded to the District 4-H agent and that this information is posted to the District website.