



Halton Outdoor Club: Guidelines for Submitting Newsletter Articles

Our Club Newsletter becomes far more interesting when members contribute. The only requirements are that articles should promote learning, Club spirit and/or fellowship and be of potential interest to other members.

Suggested topics include a past Club trip, a Club experience that you particularly enjoyed or what the Club means to you. Everyone has a story...and we'd love to hear yours.

It's easy!

1. Write a brief article (no more than 1 page in length) using *Word*.
2. Assemble a relevant photo or two, if you have them, preferably in *jpg* or *png* format. *Note:* Photos must have been taken by you or a fellow Club member. Feel free to use photos already in the Members' Photo Gallery on the Club website

Please ... no photos, graphics or images from unknown sources and no copyrighted images.

3. Send the article and photos in 2 separate documents to newsletter@haltonoutdoorclub.ca
4. Submit for publication according to the schedule below

Newsletter Publication Schedule

Edition	Submission Deadline	Publication Date
Spring	February 12	March 5
Summer	May 12	June 5
Fall	August 19	September 12
Winter	October 12	November 5