



## 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 (*maximum of 400-500 words*) using *Word*.
2. Assemble a relevant photo or two, if you have them, and make sure they are in *jpg* or *jpeg* 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 as separate documents to [newsletter@haltonoutdoorclub.ca](mailto: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	November 15	December 8