



# Monthly Hawaii Jaycees Newsletter Information

1. Newsletter articles should be submitted no later than the 3<sup>rd</sup> Wednesday of every month through articles turned in earlier would be greatly appreciated. All pictures turning in should have a caption attached. You can e-mail them to [admin@hawaiijaycees.org](mailto:admin@hawaiijaycees.org), or mail them to the state office before the 3<sup>rd</sup> Wednesday deadline.
2. Suggested types of articles that can be submitted are as follows
  - a. Upcoming projects that you would like assistance with
  - b. Inspirational stories of your members
  - c. Funny Jaycee related stories
  - d. Basically anything that will motivate, inspire or just bring a smile to your fellow Jaycees
3. Articles should be saved as a Microsoft Word files. If this cannot be done in Word, a hard copy can be mailed to the state office.
4. If you are scanning your own photos, please scan them at a resolution of 300 dpi. If you don't have access to a scanner, please mail them to the state office with the return address. The newsletter editor will return the photos promptly after scanning.
5. For layout purposes, the Newsletter Editor reserves the right to edit the articles. We would like to include as many stories from all the chapters so some editing may be necessary.
6. If the articles you want to submit are the same as those turned in with the Parade of Chapters, let us know which articles they are and the Newsletter Editor will make a copy of it.