

RULES FOR SUBMISSIONS TO THE STATE NEWSLETTER

- 1) Determine if the information is best suited for the State Newsletter, or for the State Information Packet (SIP). For assistance in this determination, please see [What Is A SIP?](#)

The submission could be for both publications. However, if it is for the SIP, these are published around the end of summer and the end of District Meetings. SIP submissions should go to State Vice Regent (stateviceregent@wvdar.org).

If your content contains a quickly approaching deadline, or submission date, send to State Newsletter Chair (statenewsletter@wvdar.org).

- 2) The Regent, State Officers, State Committee Chairs, District Directors, or Chapter Regents are the only members who can submit articles. If you are a Chapter Committee Chair, your article must be submitted by the Chapter Regent.
- 3) Articles should be no longer than three hundred (300) words. Exceptions require the approval of the State Regent (stateregent@wvdar.org) and the State Newsletter Chair (statenewsletter@wvdar.org).
- 4) Article content should cover the preceding three (3) months between newsletters. If it occurred six (6) months ago, it is not current news.
- 5) Deadlines must be strictly adhered. See [Newsletter Submission Deadlines](#).
- 6) Maximum of two (2) photographs per article.