



# Northeast Region Newsletter | EWB Announcement Submittal Form

NER Newsletter provides a platform under “Announcements” for Chapters to share information with all NER members. NER Newsletter is published once every quarter; to meet publish deadlines all submittal forms and supporting picture(s) MUST be submitted by the deadline date(s) below:

<u>Quarter</u>	<u>Submittal Date</u>	<u>Publish Date</u>
I. (Jan, Feb, Mar)	March 5	April 1
II. (Apr, May, Jun)	June 5	July 1
III. (Jul, Aug, Sep)	September 5	October 1
IV. (Oct, Nov, Dec)	December 5	January 1

Newsletter Announcement Submittal Form along with supporting picture(s) to Secretary, Beth Cullinan, [newsletter@ewb-northeast.org](mailto:newsletter@ewb-northeast.org). Additional sheets may be used as necessary. Use one submittal form per announcement.

**A) Announcement Qualifications:**

- Publishing of announcements available to all recognized and active chapters of EWB-USA within the NER state limits
- the submitted announcement falls within one of the three categories:
  - Seminar Event open to all NER Chapters
  - Fundraiser Event open to all NER Chapters
  - “In the News” Noteworthy achievements/articles/awards your Chapter has received
- Disclaimer: NER Committee holds authoritative right to omit any submitted announcement that does not meet the stated above requirement.

**B) General Information:**

<b>Announcement General Information</b>	
Chapter Name	
Chapter Contact	
Phone	
Email	
Announcement Category: Seminar, Fundraiser, or News	
Requested Publication Date (listed above)	



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**C) Announcement Specific Information (this information will be included newsletter, complete all applicable):**

<b><i>Announcement Specific Information</i></b>	
<i>Announcement Title</i>	
<i>Event Date</i>	
<i>Event Website</i>	
<i>Event Contact Name</i>	
<i>Event Contact Email</i>	
<i>Picture included (Y/N)</i>	
<i>Announcement Body (50 words or less)</i>	