Newsletter Editor/Webmaster

Alana Woods

I have 2 email addresses

1. saplingseditor@gmail.com for anything you submit for the newsletter. I only monitor this account during newsletter cycles like from the 10th to the end of the even months.
2. alana005@yahoo.com for anything *not* newsletter related, like an event date to add to the calendar or something that should be announced between newsletters. This is my personal account, which I check several times a day.

Newsletter Editor (http://www.friendsofsapl.org/saplings-newsletter.html**)**

Newsletters are published every other month

1. The deadline is the 10th of the even months—Feb, Apr, Jun, Aug, Oct, Dec.
2. Stories should be about how the Friends are supporting the library, not a list of all the activities at the library.
3. Try for a mix of what your group did and what you have planned for the next couple of months. Watch the dates. If we are working on the Jan-Feb issue, and the deadline is Dec. 10, don't write about what will happen in Dec. If you do that, we go through the article and change it to past tense.
4. Always make sure at least the first and last name of the author is included.
5. We're also looking for human interest stories. If you know of something that a Friends group or an individual Friend did, that you consider newsworthy, write about it. It doesn't have to be a large article unless it's big news. Please furnish a title and the author's name.
6. I reserve the right to edit and reduce the length of anything submitted.
7. PLEASE SEND PHOTOS! Photos should be original size, uncropped. Sometimes I need parts of a photo to make it fit a space. Please include a caption for each photo. I may not have room on the printed page, but I will include a caption on the website.
8. Even though we have a team of editors/proofreaders, mistakes happen. If they miss something, we apologize. I will not print a retraction unless it's egregious.

Webmaster (http://www.friendsofsapl.org**)**

1. Our goal to keep the calendar up to date. If your group adds something to the calendar mid-newsletter-cycle, let me know, and I'll add it to the website calendar.
2. Visit the website often. If you see something that should be corrected, added to, or removed, please let me know.