

Assistance League® of Salt Lake City

Chapter Newsletter Policies

Production of the chapter newsletter shall be a responsibility of the Education Committee. The purpose of the chapter newsletter shall be to inform and educate members about chapter activities.

The chapter newsletter committee shall be composed of the editor and members as may be deemed necessary to carry out the work of the committee. The duty of the committee shall be to prepare and distribute three to four chapter newsletters per fiscal year.

The newsletter editor shall oversee the editorial content, layout, design, and other facets of production, and may delegate tasks relating to the publication.

Editorial Guidelines

- Content shall be nonpolitical and nonreligious.
- The newsletter shall not advertise or promote a member's business or profession.
- Topics may include chapter programs, functions, operations, members, events, chapter history, and information from National Assistance League. External information relevant to Assistance League of Salt Lake City may be included. Expanded coverage may be provided in an e-newsletter.
- The chapter newsletter shall comply with the ALSLC style and layout guidelines and the Standards for Written Material.