**NEWS & VIEWS**

**HOW TO SUBMIT ARTICLES:**
- When submitting articles for the News & Views, be sure to note the deadline for that issue.
- Send your article well in advance of that date if possible.
- Please submit your article in Times New Roman 10, double spaced typed or legible copy with all names spelled correctly. Make your article newsy, up-to-date, but also interesting. Be brief and concise as space is limited. **Do NOT** send the minutes of your meetings.
- The articles may be sent by post, hand delivered at State Council Meetings, or sent via email to nveditor@esaks.org.
- You may send pictures (black & white or color) to be published in the News & Views. If pictures are submitted, please label them as to the event as well as the names of the members appearing in the picture. If you wish to have your picture(s) returned; please send a self-addressed stamped envelope and be sure your name and address is on the back of the picture.

**ADDRESS CHANGES:**
- Notify the News & Views Editor IMMEDIATELY of your new address, including zip code. Change of Address cards are available at the post office, or you may send a post card or email notice to the News & Views Editor(s).
- If you are receiving the News & Views via email, be sure to notify the News & Views editors when your email address changes.
- The News & Views is sent Third Class Non-Profit; therefore, forwarding, return postage, or address corrections are no longer paid for by the council. This was eliminated due to the cost of forwarding and return postage has become prohibitive.

**DID NOT RECEIVE MY NEWS & VIEWS—WHAT SHOULD I DO:**
- Check with your chapter treasurer to see:
  - If your state dues and chapter booster fee have been paid to the State Treasurer by September 15.
  - That your email address or mailing address and zip code are correct on the roster that was sent to the State Treasurer with the dues.

**ROSTERS & DUES:**
- Your chapter treasurer is to send a roster complete with each member's name, current address and zip code, and email address with a check for each member's state dues ($15) AND chapter booster fee ($10) PRIOR to September 15. It should also be noted on the roster form the preference of how to receive the News & Views – via email or US Mail. **The preference is to have all members with a valid email address to receive the News & Views via email to save the rising costs of printing and mailing.**
- If this is not done, your chapter members will be removed from the mailing list at that time.
- Members will be returned to the email or mailing list ONLY after the receipt of state membership dues and booster fees.
- (NOTE: Life Active Members relate to IC dues ONLY—there is no Life Active Membership Status at the state level—**ALL MEMBERS MUST PAY THE STATE MEMBERSHIP FEE**)

**DEADLINES & PUBLICATION DATES:**

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The email version of News & Views will be sent shortly after the “published” date. USPS mailed version will be sent approximately 4 weeks following the “published” date.

The News & Views was added to the Kansas ESA web site in June of 2001 at www.esaks.org.

Your Editor and Co-Editor are always ready for suggestions that will improve the News & Views. Remember it is your paper and your link to your organization. Please make use of it.