

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:

Deadline:	August 15	Published:	September 15
	November 15		December 15
	February 15		March 15
	May 15		June 15

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.