



Newsletter Submission Guidelines:

This is the Provincial RCW Association Newsletter and is here for the Member Associations to provide updates and to communicate with other Member Associations, in a general manner. It serves as a vehicle to provide the Provincial Board President Report, Provincial Board updates, notices and news items, Zone notices, updates and news items, as well as individual Member Association notices, updates and news items. Content will be in line with and support the Mission Statement and Objectives of the APRCWA.

The Newsletter will be published and sent out, electronically, in March and October of each year at this point in time.

What can be submitted?

- Your Association news, upcoming events, happenings, accomplishments, etc.
- Pictures of Events and Awards
- Articles that may be of interest to other RCW Associations
- Inquiries for Information from other Associations –
 - Please include a contact person for these inquiries and submit a summary of the results to the Newsletter to be published in the next Newsletter.
- Appropriate Cartoons, jokes, and fun stuff.
- Suggestions for Articles
- Any other information appropriate and suitable to support the Mission and Objectives of the APRCWA.

What format should submissions be in?

- Written articles/information in a Word 2010 (.docx) or lower document (.doc) format. – This makes for easier formatting in the Newsletter document.
 - Please do not send in a Rich Text Format (.rtf).
- Pictures and Logos in a .JPG format – This allows for appropriate resizing for the space available in the Newsletter.
 - Please provide a date of the event/occasion, description of the events and if applicable, persons in the picture
 - Please block out or blur anyone, in the photo, anyone who does not wish to have their picture published in the Newsletter. The Newsletter will be posted to the APRCWA Web site.
- PDF – please contact the Editor regarding this format- some PDF documents can be accommodated.
- The name of the RCW Association, name of the Person providing the information and a contact phone number should clarification be required. This information will only be used by the Newsletter Editor/Committee and will not released or used outside of the submission, without prior consent of the Association/Person.

Where do I send submissions?

Send submissions, with the Header – APRCWA News from XXXXX Association
– to newsletter@ruralcrimewatch.ab.ca