

Form 56 Newsletter Guidelines

Do you have an idea for an article for Forum 56? Have you ever wanted your work published? Contributed articles are not only welcome but necessary. This is your Newsletter and your input is essential to its success! Here are some guidelines for submitting to Forum 56.

The article should match at least one of the following criteria:

1. The article is educational. It offers information that the reader can learn and apply, especially in the leadership and communication areas.
2. The article recognizes member or club/district achievement beyond the expected completion of requirements in the manuals.
3. The article encourages participation in Toastmasters activities. This can be anything from encouraging members to take on a High Performance Leadership project to encouraging them to run for district office.
4. The article promotes understanding of Toastmasters programs, promotions, and policies.

Besides the above criteria the article should be informative and entertaining and of district-wide appeal. (We all want to recognize our member's accomplishments, but make sure they are really of interest outside the club.)

Articles are to be provided with a Title and should be between 250 to 900 words. In general, unless an article is especially significant, it needs to fit on one page. Submit as a Word document or within the text of an email.

Please include your name, educational level (CC, ACS/ALB, DTM, etc.), and your position (club president, area governor, TLI chair, etc.), if applicable, relative to the article for the byline.

Applicable photos are encouraged. Provide captions identifying the person(s) in the photo with educational level and position if applicable. State the significance of the photo to the article. It is assumed by submitting photo you have gained permission from subject(s) to use their likeness in our newsletter but please confirm by email that you have obtained permission.

Send questions, comments, ideas, articles and photos to:

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