

SEPO Newsletter Guidelines (as of September 24, 2021)

The **purpose** of the SEPO newsletter is to **provide information, including dates, about our various Sunshine Meetings, Activities and Events**, including those related to the SEPO Board. Information in a particular month's Newsletter should definitely pertain to what will be taking place during that month. It is also permissible to provide information about meetings/activities/events planned for future months. There is a section at the beginning of each Newsletter for the **SEPO Board** to address/update the community. '**SEPO Communications-related information**' about e-mails, the Web site etc. may also be included.

If you have a question about whether an article can or should be published, please contact the Newsletter Editor for verification.

No personal opinions or commentaries will be published.

The Newsletter Editor will send out a "Newsletter Articles Due Reminder" twice a month. The first one will be sent on the 17th and the final one on the 23rd, stating the deadline for article submission is End of Day on the 24th.

The newsletter will be published monthly on or before the first day of the month: October thru March.

Articles to be published in the newsletter should be e-mailed to the Women's Club Newsletter Editor at seponewsletter@gmail.com before "End of Day" on the **24th** of each month (September through February). The editor will notify the sender that it has been received by replying - **Received For Newsletter** to the sender. If you do not get this reply within 48 hours, please contact the Newsletter Editor via phone. Once an article is received, the editor will review it, and work with the sender (if required) to make any necessary corrections before it is published.

When it is ready to be published **the Newsletter editor:**

- Will send it to the SEPO Office (sepo.office@gmail.com). The SEPO office manager will print copies and make them available in the Library.
- Will send it to sepoenews@gmail.com. The SEPO E-News E-Mail Manager will send it in an e-mail to everyone on the SEPO e-mail distribution list.
 - **NOTE:** This list contains both current Residents and Renters of Sunshine property who have supplied an e-mail address to the office.

The SEPO Web site Manager will post the newsletter on the Sunshine Web site here: (<https://www.sunshinecountryclub.com/newsletter-legend>).

Questions can be addressed to the Newsletter Editor or the Women's Club President.