

## **TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL**

### **ITEM 5.36 NEWSLETTER**

1. The Newsletter is published for the purpose of providing residents with information regarding the park and activities. Articles are written by trustees, group leaders and residents.
2. The Newsletter is supplied to Tri-Par by the publisher without charge, as cost is covered by payments from the advertisers for ads included in the Newsletter. Tri-Par has no control of the advertisements included in the Newsletter.
3. The trustee assigned to the Newsletter will be designated the Editor.
4. Persons writing articles shall give the article to the park office for review by the Editor. The Editor is responsible to determine the appropriateness of an article and whether or not it will be published. The Editor may make corrections to spelling, punctuation and choice of words.
5. The Editor shall not change the meaning or information of a submitted article without discussing the action with the writer.
6. The writer of an unpublished article shall be informed of the decision and its reasons.
7. Office staff will assist the Editor with typing and proof reading as requested by the Editor.
8. When articles and information are complete, they will be forwarded to the publisher. The publisher will do the arranging and layout of the Newsletter for printing.
9. The publisher will provide Tri-Par with a PDF copy of the Newsletter suitable for publishing on the Tri-Par website.

Adopted by Trustees – 10/20/2015