HearFIRST Newsletter Requirements and Submission Deadlines for Teams

• Newsletters are published quarterly- October, January, April, and July
• Deadline for team submissions to the newsletter is the 25th of the month prior to publication. Send to contactus@firstchesapeake.org
• Submission guidelines
  o Subject- suggested topics include but are not limited to FIRST Tech Challenge and FIRST Robotics Competition team outreach projects, stories of triumph over adversity, alumni or volunteer spotlights, helpful technical articles, light-hearted (funny) topics
    ▪ We are also glad to have information about team events open to others such as Meet-the-Field, scrimmages, workshops, off-season events. These will be posted on our Calendar.
  o What we do NOT publish in the newsletter- information that comes across as favoritism, like team fundraisers; articles of a political or religious nature
  o Articles should be one to four paragraphs long, and in a Word document
  o Photographs need to be in focus
  o Calendar items need all pertinent information (What, date, location, time, Brief description, how to sign up [if applicable], who to contact for more info, website [if applicable]
• FIRST Chesapeake reserves the right to edit submissions as needed to fit our newsletter format
• FIRST Chesapeake reserves the right to instead share submitted information on our social media outlets

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