



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
 - 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.
 - What we do NOT publish in the newsletter- information that comes across as favoritism, like team fundraisers; articles of a political or religious nature
 - Articles should be one to four paragraphs long, and in a Word document
 - Photographs need to be in focus
 - 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