

Lion's Pride Newsletter Clubs Submission Guide

Club Submission Procedure:

Step 1. The Club forwards a submission via email to the publisher in the required electronic format as set by the publisher.

Step 2. The publisher will acknowledge receipt of the submission via email to the respective Lions Club.

Step 3. The publisher will include the submitted article and accompanying photographs within the newsletter, according to the requirements of these guidelines. Note: Any deviation of the submitted article from the guidelines is to be sent by the publisher back to the respective Lions Club, requesting the submission be revised and re-submitted according to the District guidelines.

Step 4. The publisher provides the finished publication to the District Communications Secretary (DCS) for distribution to all Clubs. The DCS will acknowledge receipt of the Lions Pride back to the publisher and/or request for changes, if applicable.

Publication Requirements - Lions Clubs:

- Page Limits: The maximum number of pages of the Lions Pride newsletter shall be kept to a reasonable number to keep the cost of the publication within budgets set by the respective Districts.
- Article Size Limits: The maximum page allotment for articles submitted by any Lions Club will be limited to one-quarter page of text. In addition, a maximum of three photos complete with captions can be included. All submissions are to be sent direct to the publisher.
- Special Article Size Limits: Submissions in regard to campaigns, conferences, conventions, contests, special committees and ticket sales (e.g., Blue Jays Raffle, SK Lions Eyebank, SK Lions Foundation, et cetera), as well as any ongoing events (e.g., Memorial Forest, Hall of Fame, Peace Poster, Speak Off, Youth Camp) will be published in any one issue during the Lions year. Thereafter, all applicable event information from any of these sources will be accessible through the Provincial Lions website link with accompanying contact information. The reason is to minimize the repetitiveness of articles and resulting additional pages within each issue of the Lions Pride.
- Cabinets Decision Final: District Cabinets will make decisions as required by the publisher on matters of article size and number of photos submitted per article should any issues arise. The publisher will direct such communications to the District Cabinet via the respective District Communications Secretaries (DCS).
- Third Party Articles: Contact the District Communications Secretary regarding recommendations for third party submissions (e.g., CNIB Foundation, Diabetes Canada, et cetera) prior to submitting to the publisher.