

ANS PROFESSIONAL DIVISIONS/TECHNICAL GROUPS NEWSLETTER GUIDELINES

Newsletters are a personalized method for Professional Divisions and Technical Groups to communicate with their members. They also are useful tools to promote the work and core purpose of the PD's/TG's to potential members and others.

ANS Headquarters assists with the copying and distribution of newsletters, which may be sent electronically and/or copied and sent surface mail. Here are guidelines to consider when you schedule, prepare, and distribute your messages.

A. Electronic Distribution: The quickest way to distribute a message.

1. Newsletter editors send their final copy to the ANS Outreach Department outreach@ans.org and Toni Bishop tbishop@ans.org. The copy may be in MS Word or PDF.
2. Newsletters when posted on the PD's/TG's web site should have the PD/TG name, ANS logo and date on the front page. Logos and formatting are removed if a newsletter is part of the message/body of the e-mail broadcast.
3. The best way to broadcast a newsletter is by telling the members to go to the web site or to include it in the e-mail. Attachments may be difficult for some to receive and open because of the various servers and software people use.
4. Members who do not have e-mail addresses and/or have requested that we not send e-mails to them, will have a paper copy surface mailed if requested by the newsletter editor/chair of the PD/TG.
5. Broadcast messages may be sent monthly; however, be aware that members want quality and relevance and not quantity.
6. ANS sends to all members the monthly electronic newsletter, "Notes & Deadlines". PD's/TG's may include a message in N&D. See the most recent broadcast for the types of messages that are included or contact outreach@ans.org for details. A line stating the _____Newsletter is available online at www.ans.org would promote the newsletter to everyone.
7. There is no cost to PD's/TG's to send electronic broadcasts. Copies distributed by mail are charged as stated in the 8-page rule described below in B.3.

B. Paper Copy Sent by Surface Mail: This takes about three weeks for delivery.

1. Newsletter editors send their final copy to the ANS Outreach Department outreach@ans.org and Toni Bishop tbishop@ans.org. The copy may be in MS Word or PDF.
2. Newsletters should have the PD/TG name, ANS logo and date on the front page. The ANS logo is available from the Outreach Department.
3. ANS will print and mail two, four-page newsletters (or a total of 8 pages) a year without charge to a PD/TG. Additional newsletter pages will be charged for paper and postage.

4. ANS promotional materials may be sent with a newsletter. The editor will be contacted if this is done and ANS will pay additional costs for copying and postage.
5. Most newsletters are in the mail within seven working days after received at ANS Headquarters. Each is mailed bulk rate, which takes three to four weeks for delivery.
6. Newsletters should be added to the PD's/TG's web site.

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Replaces Item 5.11 Procedures for Preparing and Distributing Division Newsletter in the Professional Divisions Manual.