

SEPO NEWSLETTER GUIDELINES **(updated December 20, 2023)**

The **purpose** of the SEPO Newsletter is to **provide information (dates, times etc.), about Sunshine Meetings, Activities and Events**, including item/information related to the SEPO Board. It is also a great way to **provide details about the various Sunshine Clubs/Organizations to the community**, either as 'first time info' to some or a 'refresher' to others. Information in each month's Newsletter:

- 1) May pertain –
 - a. **Primarily** to what will be taking place during that **same month**.
 - b. May also include information about –
 - i. Something that may have just started up during previous months, i.e., Stained Glass Class.
 - ii. Something that will be taking place in future months, i.e., the Good Neighbor Day Golf Tournament (GNDGT).
- 2) Provides the **SEPO Board** the opportunity to address/update the community.
- 3) May contain **SEPO Communications-related information** about emails, the website, etc.
- 4) Gives you an opportunity to thank those involved in previous months' activities.

No personal opinions or commentaries will be published.

If you have a question about whether an article can or should be published, please contact the Newsletter Editor at seponewsletter@gmail.com for verification.

The Newsletter will be published monthly from October through March each year, on or before the first day of those months.

PROCESS: The Newsletter Editor will email a "**Newsletter Articles Due Reminder**" twice a month for articles to be published the following month. The first email reminder will be sent on the 17th and the final reminder on the 23rd of each month.

Articles to be published in the Newsletter should be emailed to the Women's Club Newsletter Editor at seponewsletter@gmail.com before "End of Day" on the **24th** of each month (September through February). The editor will notify the sender that his/her article has been received by replying - **Received For Newsletter** to the sender. If you do not get this reply within 36 hours, please contact the Newsletter Editor via text or phone call. Once an article is received, the editor will review it, and work with the sender (if required), to make any necessary updates or corrections before it is published.

When the Newsletter is ready to be published, the Newsletter editor will send it to the SEPO:

- Office (sepo.office@gmail.com), where copies will be printed and made available in the Library.
- Enews Email Manager (sepoenews@gmail.com), who will send it via email to current Residents and Renters of Sunshine property who have provided a valid email address to the SEPO Office.
- Website Manager (sunshinecountryclubweb@gmail.com), who will post it on the Sunshine Website here: (<https://www.sunshinecountryclub.com/guidelines-sepo-newsletter>)

Newsletter questions can be addressed to the Newsletter Editor or the Women's Club President.