

Dear NAMily Members,

This year we plan to publish the newsletter every other week on Fridays. In order to ensure the newsletter is effective and accurate we ask that you adhere to the guidelines below, when you wish to submit content to the newsletter. When you are chairing an event please keep in mind that adequately disseminating information and reminders is paramount to its success and take note of when newsletters will be published in relation to your deadlines so that information is sent out in a timely fashion. Your help and diligence in this matter is greatly appreciated so that the newsletter can run effectively.

- 1.) All content must be sent via email to cole@namschool.org AND nlaubham@namschool.org.
- 2.) Please accompany any documents with a blurb to introduce the content or event.
- 3.) Please indicate the date of the newsletter you would like the information included in.
- 4.) Please submit all content you wish to be included in the newsletter by the Monday before the Friday of publication.
- 5.) Please send all documents in **BOTH** word and pdf format. (It is quicker to have both formats, especially if there is an error of some sort.)
- 6.) Deadlines/Publications are as follows:

| Submission Deadline | Newsletter Publication |
|----------------------------|-------------------------------|
| Monday, September 11, 2017 | Friday, September 15, 2017 |
| Monday, September 25, 2017 | Friday, September 29, 2017 |
| Monday, October 9, 2017 | Friday, October 13, 2017 |
| Monday, October 23, 2017 | Friday, October 27, 2017 |
| Monday, November 6, 2017 | Friday, November 10, 2017 |
| Monday, November 20, 2017 | Friday, November 24, 2017 |
| Monday, December 4, 2017 | Friday, December 8, 2017 |
| Monday, December 18, 2017 | Friday, December 22, 2017 |
| Monday, January 8, 2018 | Friday, January 12, 2018 |
| Monday, January 22, 2018 | Friday, January 26, 2018 |
| Monday, February 5, 2018 | Friday, February 9, 2018 |
| Monday, February 19, 2018 | Friday, February 23, 2018 |
| Monday, March 5, 2018 | Friday, March 9, 2018 |
| Monday, March 19, 2018 | Friday, March 23, 2018 |
| Monday, April 9, 2018 | Friday, April 13, 2018 |
| Monday, April 23, 2018 | Friday, April 27, 2018 |
| Monday, May 7, 2018 | Friday, May 11, 2018 |
| Monday, May 21, 2018 | Friday, May 25, 2018 |

Again, thank you for your time and talents, as well as adhering to the aforementioned guidelines. Your contributions to our school are instrumental in our success!