



District 45 - Vermont Lions Charities In Lionism, In Service, In Friendship



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Send articles to the Communiqué
Editor by email when possible.
Snail mail will still be accepted.
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A Message from District Governor Pam Nichols

As we head into February, I am so thankful for everything that so many have done for the District. I'd like to encourage you all to come to a District Meeting. It's not all work and we have so much fun! You'll also have a chance to meet your new leadership for the incoming years, not to mention the amazing opportunity to learn



so many new and different things! Education and networking are key components of every Cabinet Meeting. You never know what lifelong friends you might make! Life can be so much more fun when you get to know people from all over the state!

I just want to address a couple of questions I've received concerning the Cabinet Meetings;

Cost of lunch - I know that sometimes it seems the lunch may be expensive BUT, these wonderful places do not charge us a room fee. So, lunch is not just the food, It's also the space we are using, the wait staff and the cooks in the kitchen. The District does not add anything to this cost !!! So please come, enjoy your time with other lions and help us grow and prosper. Without all of us, District 45 would be a very quiet place.

As always, Yours in service. DG Pam

DISTRICT 45

Calendar

February 2016						
13	Love at First Sight Dinner/Dance - Fireside Inn & Suites - W. Lebanon, NH Details \$100 per couple or \$60 for single. Tickets avail. At Jan. Cabinet Meeting					
20	Deadline to submit items for the March Communiqe					
March	March 2016					
12	Cabinet Meeting and Speak Out Contest - Brandon					
13	Castleton Fish Fry					
20	Deadline to submit items for the April Communiqe					
April 2016						
20	Deadline to submit items for the May Communiqe					
May 2016						
20	Deadline to submit items for the June Communiqe					

Meeting Notices



NELC Winter Wonderland Weekend

Training Seminars & NELC Meeting

March 4 & 5, 2016 ~ Crowne Plaza ~ Nashua

FRIDAY-MARCH 4

Deluxe Room w/ Saturday morning Breakfast \$106+ tax

Call the Crowne Direct 603-886-1200 to Reserve Room

SATURDAY-MARCH 5

8:30 a.m. REGISTRATION

9:00 a.m. Celebrating the Centennial-PID Ed Lecius

9:45 a.m. BREAK

10 a.m. LCIF Today ~ What's New?

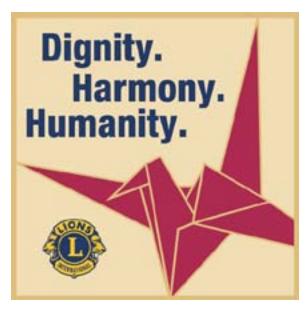
10:45 a.m. BREAK

11 a.m. Club Administration ~ Are We Doing It Right?
PDG Ned Merrick

12 N LUNCH

1:15 p.m. NELC Meeting ~ DG Reports

3:00 p.m. Have a Safe Trip Home



NELC Registration

Winter Wonderland Weekend ~ March 4-5, 2016 Crowne Plaza 2 Somerset Parkway Nashua, NH

NAME:
TITLE:
DISTRICT:
EMAIL:
LUNCH:
SOUP DU JOUR
WITH YOUR CHOICE OF:
() Grilled Chicken Ceaser Salad
() Chick Fattoush Salad
() Spinach & Arugula Salad w/ Grilled Chicken
DESSERT-COFFEE-DECAF-TEA-ICE TEA
\$25pp Lunch & Registration
\$10pp NO LUNCH-Registration Only
AMOUNT ENCLOSED
MAIL REGISTRATION & CHECK(Payable to NELC) to:

PID Ed Lecius 11 Underwood Lane Merrimack, NH 03054

DEADLINE-FEBRUARY 20, 2016!



MEMBER CENTER

LIONS 100

CLUB LCI LOCATOR STORE



Mylci - LCif - LCicon - Donate - \mathbb{Q} - \mathbb{Q}





ABOUT PROGRAMS #LIONS100 TOOLBOX MEDIA

Lions 100 > Programs > Centennial Community Legacy Projects

Centennial Celebration Membership Awards

Centennial Service Challenge

Centennial Grant Program

Centennial **Community Legacy Projects**

Centennial Community egacy Projects













Connect with your community and build your Lion legacy by planning a Centennial Community Legacy Project during our Centennial Celebration. Legacy Projects are visible gifts to your community that commemorate our Centennial and create a lasting legacy of your service contributions.

Your Legacy Project will serve as a reminder of just how important your club is to the community during the Centennial and beyond. All Lions clubs around the world are encouraged to complete a Legacy Project by June 30, 2018, so start planning yours today!

Plan Your Legacy Project

With three levels of participation, there's an opportunity for every club to get

PDF created with the PDFmyURL web to PDF API

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involved. Choose a project from the list below or develop your own to address specific needs in your community.



Raise Your Community Visibility

- . Post new Lions signs
- . Donate a park bench
- Dedicate a statue
- · Sponsor a fountain in a local park

Provide a Community Gift

- · Refurbish a park or playground
- Build a footbridge over a busy road
 Fund resources for the visually impaired
- . Donate a vehicle to a community
- organization

Make a Community Impact

- . Build a clinic
- . Expand a library or school









All Legacy Projects should be identified with a sign or plaque indicating the project was closeled by your Livins club.

In support of the Legacy Projects program, Centennial highway signs, decals and bronze plaques will be available from Club Supplies at a significant discount.

Promote Your Legacy Project

Your Legacy Project is an opportunity to showcase your project, your service and your club to the community. Here are some tips that can help you maximize this great public relations opportunity:

- **Dedication Ceremony** Host a dedication or ribbon-cutting ceremony and invite your community and local media to attend.
- Social Media Share project photos on social media or ask your community to share photos at the site of your Legacy Project. Use the hashtag #Lions100 so we can share your project on the LCI Facebook page.
- Local Media Send out a press release or ask a local reporter to help tell your story.

Report Your Legacy Project

Be sure to report your Legacy Project using the MyLCI Service Activity Report, under the Community and Culture activity type. Clubs can earn a special banner patch, and select projects will be featured on the LCI website, social media and LION Magazine.

Centennial Community Legacy Project Resources

- Centennial Community Legacy Projects Brochure
- Centennial Community Legacy Projects FAQ
- Legacy Project Press Release
- Centennial Club Planning Guide



District Lion- District Lion (Lucky) is in Springfield and will be available for capture on Feb 2, 2016 at the Springfield VFW. The meeting starts at 6pm with social starting at 5:30. Dinner is \$13 per person. Please contact Lion Liz Walker law63@earthlink.net or King Lion George Norfleet at norfleet@vermontel.net by Friday night, Jan 30, 2016.

Region 1- Fria(ye)r Tuck is in Jericho-Underhill with a capture Monday January 25,2016 7:00 p.m. at the United Church of Underhill. Contact Lion Kendall Holden at holden.com by 01/22/2016.

Region 2- The General has packed his bags and moved to Brandon-Forestdale. Capture date is Tuesday, February 16, 2016 6:30 pm. Meeting will be held at the Brandon Methodist Church. Contact Lion Sandy Brutkowski <u>brutkosk@middlebury.edu</u> by February 13, 2016.

Region 3- Sir Charles was delivered to White River Jct. by Springfield.

Region 4- Bucky is still in Orleans. Contact Lion David Bolduc at 754-2222, for more info.

Dist.

Brandon-Forestdale	928 pts.	1
Castleton	90 pts.	
Essex Jct.	210 pts.	
Jericho-Underhill	140 pts.	
Pittsford	26 pts.	
Springfield	348 pts	3
Vergennes	831 pts.	2

Region 1

Colchester	620 pts.	1
Essex Jct.	220 pts.	3
Jericho-Underhill	488 pts.	2
Swanton-Missisquoi	29 pts.	
Williston	2 pts.	

Vision Screening Equipment Available

The consortium of the Arlington, Bennington and NorShaft clubs have completed screening all available children in our area -2,902 children at 29 sites!

The equipment is now available to move on to another club. If your club is interested in taking on this project, please contact Phylis Porio @ 802-442-0380 or norshaftlions@aol.com.

We'll be happy to come train your club.

It's been a great experience with some wonderful feedback from very appreciative parents. Every club should consider taking on a Vision Screening Project for their area.

Vermont Lions Charities Special Election Warning

There will be a special election held at our March 13, 2016 Cabinet Meeting for the positions of President and Vice President of Lions Charities.

Phylis Porio has resigned as President of Vermont Lions Charities effective March 14, 2016.

PDG Stan Patch, currently Vice President of Vermont Lions Charities, has indicated his interest in running for the position of President. If elected, the position of Vice President which he would be vacating, will need to be filled.

Qualifications for both those position are the same as for someone wishing to be a District Governor, namely they must have served as a President of their club and as a Zone Chair.

Manchester

The Manchester Lions Club and the Manchester and the Mountains Regional Chamber of Commerce announce partnership with Make A Wish Vermont and the Maple Leaf Half Marathon



Make A Wish Vermont Executive Director James Hathaway speaks at a press conference to annouce the partnership with the Manchester Lions and the Maple Leaf Half Marathon



Lion Joe gives a brief presentation about the Maple Leaf Half Marathon and what it means to partner with Make A Wish Vermont

Member News

Dear Lions:

My name is Retha Charette and this year I'm turning 30 years old and I'll be celebrating 25 years as a member of the Girl Scouts; To celebrate I'm going on an epic adventure to hike the Salkantay trek to Machu Picchu. In addition, I'll be going white water rafting with a group of young women from an organization called Peruvian Promise. Peruvian Promise works to empower "young women and enables them to reach their full potential" by combining "enhanced educational opportunities along with mentorship and participation in service." I am writing this letter because I'm putting together The Celebration Project whose goal is to send 3 of the girls involved with Peruvian Promise to college.

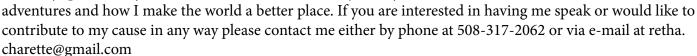
Throughout the past 29 years, if one thing has been instilled in me is the need to serve my community. I've been in Girl Scouts since the age of 5 and as a result have been doing my best to make the world a better place ever since. I have done countless community service hours and projects and there is no end in sight. Most recently, I

have been volunteering with Southshire Roller Derby and I joined the Manchester Lions Club late last year. The Celebration Project will allow me to help serve the global community and celebrate my milestones by helping others.

In order to reach my goal of sending 3 girls to college I need to raise \$6,500. While this is a large sum of money feel that with the support of the community it is achievable. I am reaching to ask for your assistance in making my birthday wishes come true by donating to The Celebration Project. Every contribution helps in making the difference in the life of a young woman and here is how you can contribute:

- Search The Celebration Project on crowdrise.com it is listed under fundraisers
- Go to: http://www.peruvianhearts.org/whatwedo/peruvian-promise/ and click donate, under "where do you want your donation directed" click program and a new box will pop up, click Peruvian Promise. In notes please write my name, Retha Charette and The Celebration Project so they know it is for my fundraiser.
- Mail me a check made out to: Peruvian Promise with Peruvian Hearts on the notes line. Mail it: 191 Mill Brook Road Sunderland, VT 05250

I would love the opportunity to come to one of your services to briefly speak with you all about The Celebration Project, my





All the Best, Lion Retha Charette P.S. Feel free to like my page, The Celebration Project, on facebook for updates on the project.

Vermont Lions Screen over 10,000!!



Vermont Lions Vision Screening Reported as of 1/16/2016

Reporting Club/Area	Sites	Screened	Referred
Arlington, Bennington, NorShaft	29	2,902	323
Barre	13	1,499	149
Castleton	9	1,469	177
Colchester/Essex Junction	3 +	400	
Manchester/NorShaft	3	541	41
Springfield	35	3,975	292
Totals:	92 +	10,786	982



Springfield Lions Provide AED

An Automatic External Defibrillator was recently provided to School Nurse Jeanne Hart, RN, at Cavendish Elementary School by the Springfield Lions Club. Ms. Hart has invited Lions to conduct vision screenings at Cavendish Elementary for the past two years, and when the need for an AED was determined, she contacted Springfield Lions for help. Lion Ron Walker located an AED that was not in use, had it refurbished and replaced the batteries, and Lion Joe Wilson presented it to Ms. Hart. The AED will be available to both the school and adjacent Cavendish Town Library.

Heartland Lions Club

Heartland Lions Club delivered Sir Charles (traveling lion) to the White River Junction Club for a visitation on Monday 11 January 2016. Many thanks to those that brought nonperishable food and baby items to the Winter D45 Cabinet Meeting – we were able to distribute them to the food shelves in the three (3) towns we cover, Royalton, Sharon & Tunbridge. The club is also excited about their upcoming fundraiser, details are listed below, we hope you will plan on joining us!

LOVE AT FIRST SIGHT

DINNER/DANCE

MUSIC BY SMOKE & MIRRORS

SATURDAY, FEBRUARY 13, 2016

FIRESIDE INN & SUITES, WEST LEBANON, NH

SPONSORED BY THE HEARTLAND LIONS CLUB

TICKETS \$100.00 COUPLE/\$60.00 SINGLE

(MUST BE PURCHASED IN ADVANCE BY FEB 7)

FOR A GROUP OF 8-10 PEOPLE WE CAN RESERVE A TABLE

BUFFET: GARDEN SALAD/PORK LOIN/TERIYAKI TIPS/MASHED POTATO/ROLLS/LEMON CAKE/CASH BAR

FOR TICKETS CONTACT CAROL GREENE 802-291-3750

MANY DOOR PRIZES, GRAND PRIZE IS \$1500.00 TRAVEL VOUCHER

FROM WHEELOCK TRAVEL

A GREAT WAY TO CELEBRATE VALENTINES' DAY!!!

Orleans

I'm reporting to you on behalf of the Orleans Lions Club.

On the weekend of February 6th and 7th we will be sponsoring our area's annual Elementary girls and boys basketball tournament. We will also make our Club's Food From the Heart drive a part of this weekend's activity. We'll ask every girl and boy participating in the tournament to bring at least on item for the food drive. This is probably our biggest Lions Club exposure event of the year by far. I'll let you know how it went.

As always thank you for all you do for District 45.

Yours in Lionism,

Lion Secr. David Bolduc Orleans Lions Club

Manchester Leos Fundraiser

The Manchester Leos

FUNDRAISER FOR GREEN MTN. LIONS CAMP get yourself a leo's teashirt for a good cause...
The leo's have supported the green mtn lions camp since the beginning of there time 6 years... lots of great fun... GET YOURS TODAY

https://www.booster.com/manchester-leo-club-t-shirt

Lions Twin State Soccer Association, Inc.

Try- outs are over and the teams of High School Senior Soccer men and women are in the process of being established. It looks like schools all over the two states will be represented. Sponsorship and Ad letters are in the mail. There may be a player in your town that you would like to sponsor. You could invite that player to speak at a club meeting to tell you about the experience of being on the LTSSA team.

LTSSA Directors are as follows:

Lions Twin-State

Year	44N	44H	45	
2016	Brent Crowder Richard Gray PDG Alan Ricard	Jerry Vaccaro Marilyn Vaccaro Ann Mason	PDG Ken Millay David LaRose Bruce Savery	PDG Betsy Magee Donald Lane
2017	Tom Royce, IPP PDG Don Potter PCC Tom Geno, VP	Jeri Maynard Open Open	John Sprague PDG Stanley, Patch, Jr. Odillon LaRoche	Rick Bingham Debbie Ankuda
2018	PDG Henry McKee Ray Dodge Cheryl Powers	Paul Pearsall (44N) Open Open	Robert Brault Pat Ankuda Open	Open Open Open

We would like to fill all the open spaces with dedicated Lions who are interested in serving on the board. All Lions are welcomed, and if you would like to attend a meeting you should make reservations by contacting Director Cheryl Powers at LionCherylPwrs@aol.com or by phone at 603 768-3617 by the Tuesday prior to the meeting. Below is the meeting schedule of 2015-2016 Lion year. **Meeting Schedule:**

Wednesday, January 27,2016: Directors meeting, Elks Lodge, Lebanon @ 7:00 p.m. Wednesday, February 25,2016: Directors meeting, Elks Lodge, Lebanon @ 7:00 p.m. Sunday, April 03, 2016: Players Banquet, Elks Lodge in Lebanon @ 9:30 a.m. Wednesday, April 27, 2016: Executive Board, 68 Jack Wells Road, Danbury @ 6:00 p.m. Wednesday, May 25, 2016: Directors meeting, Elks Lodge in Lebanon @ 7:00 p.m. Wednesday, June 29, 2016: Directors meeting, Elks Lodge in Lebanon @ 7:00 p.m. Thursday, July 14-16, 2016: LTSSA Soccer Camp, Castleton State College, Vermont Saturday, July 16, 2016: LTSSA Soccer Game, Castleton State College, Vermont Saturday, July 16, 2016: LTSSA Soccer Game, Castleton State College, Vermont

CASTLETON LIONS 13th, ANNUAL FISH FRY

When: Sunday, March 13, 2016

Where: TRAK-IN, Route 30, Lake Bomoscen

Special note: There will be (2) different settings: Social hours: 1:00 - 2:00 p.m. & 4:30 - 5:30 p.m.

Dinner: 2 - 4 p.m. & 5:30 - 7:30 p.m. (featuring raffles & auction)

MENU: Fish chowder, assortment of fish(perch, trout, bass, crappie & smelt), baked potato, green beans, rolls & desserts(homemade pies) & coffee. Special note: chicken strips also available.

COST: \$15.00 per person. Reservations required!!!

Special note to area fishermen & local derbies. Per usual, we seek your help in making this event a success. We will need some of the fish that you catch, perch, trout, bass, crappic, some northern pike and smelt. As we have done in the past, we will gladly clean them and prepare a meal fit for one and all. To donate, please call Lion Stan Patch, Jr. at (802)468-5001 and he will arrange for pick-up and yes, please remember that your donations will assist the Lions in assisting others. Special thanks!!!!

clip and mail for reser	rvations
CASTLETON LIONS AND	CAL FISH FRY
TRAK-IN - SUNDAY, MA	ARCH 13, 2016
RESERVATIONS R	EQUIRED
Name	-
Address	
phone np	mber
Setting(please check): 1:00 p.m.	4:30 p.m.
dinner to be buffet style; 2:00	
Number attendingat \$15.00 per per	son, amount enclosed
Send to: Lion Stan Patch, Jr., P.O. Box 2, C.	

Speak Out Contest 2015-2016

For juniors and seniors

Sponsored by the



And Vermont District 45 Lions

Topic: "DIGNITY. HARMONY. HUMANITY."

Time: 5 to 7 min.

NOTE: This is a three level contest. The winner of our local Contest will advance to participate in Regional if necessary. Finalists go on to the State Level Contest which will be held on March 12, 2016, at the Brandon Inn; Route 7, Brandon, VT.

The Local Contest will be held at a Lions Club **Meeting on:** . 2016.

Lions Meet at: (

JUDGING CRITERIA: Address Theme......20pts.

Development of Theme.....50pts.

Expression and Delivery......30pts

Each Judge may direct one question on the subject to the speaker at the conclusion of the speech.

PRIZES!

LOCAL CONTEST

1st Place:

2nd Place:

3rd Place:

Possible Regional Contest: To Be Determined if necessary

STATE FINALS!

1st: \$300

2nd: \$150

3rd: \$75 4th or more \$ 25

CONTACT PERSON: LION



Please note the date change to MARCH 12, 2016 (from March 20, 2016)!

2015-2016 SPEAK-OUTCONTEST "DIGNITY. HARMONY. HUMANITY" March 12, 2016 Brandon Inn, Brandon, VT

SPEAK-OUT INFORMATION:

Included is an example of the Brandon-Forest Dale-Pittsford Lions Clubs Speak-Out Contest form (example of two clubs that work together from a union school).

- 1. Your clubs form to fill in your information on.
- 2. Judging form.
- 3. International President's message on the theme of the contest, go to www.lionsclub.org.

THINGS TO DO IN SEPTEMBER AND OCTOBER:

- 1. Assign a Speak-Out Chairperson in your club.
- 2. Find a contact person, preferably at the (High School): the head of the English Department or a Guidance Counselor are excellent options. Also, local 4-H and Scout Group Leaders, etc.

3. Your club will need to set a local contest date, amount of prizes, location of contest and list your chairperson person on the bottom of your form. Fill in and make copies including the judging form and the International President's message to give to your contacts. They in turn can make copies for the student's that are interested in participating. Doing this from Word Documents makes an easy option for sending info easily.

THINGS TO DO BY YOUR FIRST MEETING IN JANUARY:

1. Please contact me if your club is going to be participating in the Speak- Out Contest and give me the date of your local contest.

A Regional Contest may be necessary but the District tries to accept all participants if possible.

- 2. PLEASE HAVE YOUR LOCAL CONTEST AT ONE OF YOUR JANUARY MEETINGS, AN EARLIER IS FINE ALSO.
- 3. Send me the results of your Contest along with the number of guests (family members) your winner will have with them at the District Contest in March.

- 4. Clubs usually offer the winner of their local Contest the opportunity to give another speaking performance before the State Contest or Regional one if necessary; giving helpful ideas to improve his or her performance.
- 5. The District 45 final will be held at the March 20th Cabinet Meeting at the Brandon Inn, in Brandon, VT.
- 6. The District covers the costs of all contestants' meals at the Cabinet Meeting, please let me know the total number of guests that will be attending the Contest so that the meals and tables needed are provided by the restaurant. Meals of any guests of the contestants' are covered by the clubs that invite them and should be paid by the club when they check in at the Cabinet Meeting.
- 7. The District also covers the meals of each club Speak Out Chairperson.

Thank you and good luck, hope to see you in March!

Lion Jackie Dutil, Speak-Out Contest Chairperson jdutil775@comcast.net, 802-247-3490
Lion Connie St. George, Speak-Out Co-Chairperson sunsetcarpentry1@juno.com, 802-352-4686



DISTRICT 45-LIONS OF VERMONT SPEAK OUT CONTEST 2015-16



"DIGNITY. HARMONY. HUMANITY."

Duration of	LESS	FIVE	5-7 Minutes	Total Time	Total
Speech	THAN	MINUTES	Required	0 + 1	Points
Addressing	Effort made to address the	Good effort	Very good	Outstanding	
the Theme	Theme was	was made to address the	effort was made to	effort was made in	
	lacking in	Theme	address the	addressing the	
	quality	THEITE	Theme	Theme	
	quanty		Theme	Theme	
(20 Points)	(0-4 Points)		(11-19 Points)	(20 Points)	
		(5-10 Points)			
Developing	Effort to	Good effort	Very good	Outstanding	
the Theme	develop the	was made to	effort was	job was done	
	Theme was	develop the	made to	of developing	
	lacking in	Theme	develop the Theme	the Theme	
	clarity & organization		Theme		
	organization				
(50 Points)	(0-24 Points)	(25-39 Points)	(40-49 Points)	(50 Points)	
Clarity &		Good effort of	Very good	Excellent	
Expression		expressing the	effort of	effort of	
		points being	expressing the	expressing	
		made –	points being	points being	
		relatively	made – shows confidence in	made – very	
		confident in		confident &	
		presentation	presentation	dynamic in presentation	
				presentation	
(30 Points)		(1-14 Points)	(15-24 Points)	(25-30 Points)	
Name					Total
					Points

Pictures!



Swanton Missisquoi Lions Club KL Travis Lebel accepts Tucky, Region 1 Lion, from Jericho-Underhill KL PCS Cindy Berg.



Past District Governor Lion Clem Cardinal receives an award for 50 years of service in the Essex Junction Lions Club and for sponsoring new member Lion Jodie Peck from President Lion Darby Mayville.



Essex Junction Lions Club President
Darby Mayville awards
Speak Out contestant Rylee Wrenner with a \$125
check.



First place Peace Poster winner, Rachel Chan with Essex Junction Lions Club Peace Poster chair Past District Governor Lion Betsy MaGee, Vermont Lions District Peace Poster chair Lion Carmelita Belisle and Essex Junction Lions Club President Lion Darby Mayville.

Pictures!



"Welcome To Richford" flanked by Lions!

Pictures - January Cabinet Meeting (Shenanigans!)











Editor's Corner

A note from the Editor:

Please follow these simple steps to ensure that your information will be properly included in the Communique.

<u>1st:</u> When sending correspondence to be included in the Communiqué, please put 'For Communique' in the subject line of the email. Emails to communique@d45lions.com are received by several Lions and we need to be sure that it is directed properly.

2nd: A quick Marketing 101 reminder: Be sure to include the 5 W's. Who? What? When? Where? Why? and How? when sending information for inclusion in the Communiqué.

For example (and a shameless plug!): (Who)The Manchester Lions Club will be hosting (What) the Maple Leaf Half Marathon, a Top Ten Fall Event, on (When) Saturday September 12, 2015. (Where)The event begins at ends at the Dana L. Thompson Memorial Park, 340 Rec Park Road, Manchester, Vermont. (Why)Monies raised from the event are donated back to the community in the form of scholarships and donations. (How) For more information or to register please visit our website at http://034f962.netsolhost.com/mapleleaf/

<u>3rd:</u> Start advertising your event months in advance. Don't wait until the September Communiqué to promote a September event. Send the information as early as possible. I'll get it on the calendar and begin promoting it for you.

<u>Lastly:</u> Please submit items in one of the following formats: PDF, Word, or JPEG. Requests written into the body of an email require additional formatting in InDesign (the Adobe program being used to create the Communique each month). Please help me get the Communique posted on time each month by submitting items early and in the proper format.

All information/photos MUST be received by the 20th of each month.