

CALIFORNIA AUXILIARY ECHO

Jan Monday, Editor

The **California Auxiliary Echo** is the official newspaper of the Ladies Auxiliary Veterans of Foreign Wars, Department of California.

The **Echo** is the official communication between the Department, District and Auxiliaries. It is intended to be used as a medium of exchange of ideas among the membership in the form of District news. It is the responsibility of each Department Chairman to see that any articles which she would like printed pertaining to her specific program are received by the appropriate deadline for each issue. Deadline for all **Echo** Articles are due the **morning of the 10th of each month, beginning with July 2009**. The first issue of the **Echo** will be printed in August 2009. Articles received after the deadline date will be omitted from that issue if the copy has already been taken to the printer.

All articles are subject to the approval of the Department President. Please send a copy of each article to the Department Office and one to the Program Coordinator. All Department Officers, Department Chairmen and District President, please see that we have a current photo on file or we will have to print "no picture available" above your name, title and/or article.

Guidelines for Echo Articles:

1. At any Department, District and/or Auxiliary news and/or pictures should be sent directly to the **Echo** immediately before or after completion of the project or event. It will be published in the first issue received, provided there is space available.
2. The **Echo** Editor reserves the right to edit any articles so that only the most important information is printed allowing sufficient room for all articles to be received.
3. **Please do not type articles in ALL capital letters!** If you would like to have a particular line to stand out please underline or type in **bold**.
4. **Do not use abbreviations.** Be sure to include the District and/or Auxiliary number.
5. Pictures should be very clear, glossy prints, and at least 3" x 5", do not send copied digital pictures. Photos cannot be returned. Please do not write directly on the back of the photos; attach a descriptive label on the back of each photo.
6. **Pictures and articles clipped from newspaper cannot be used.** We must have an original photo as outlined in rule #5 and all captions and articles **must** be typewritten and **double spaced**.
7. Social functions should be reported only if they are of interest to the entire Department Membership. In order stimulate an exchange of ideas, report only unusual happenings and programs. (No potlucks, rummage sales, etc.)
8. Since our publication is an informal one, we use Sisters' first names rather than Mrs. or Miss.

9. Make sure you are certain of the spelling of names that are to appear in print.

10 Any **material controversial or detrimental to the aims and purposes of the Ladies Auxiliary Veterans of Foreign Wars will not be published.** Minutes of meetings will not be accepted for publication.

11. When **faxing** an *Echo* Article make sure the Font on your article is at least 12 to 14 and is double spaced.

12. When **e-mailing** your *Echo* Article, make sure the Font on your article is “**Book Antigua 10**” is single spaced and double-spaced at each paragraph.

Rules for address changes or additions: If you have a new last name or you have a new address, please send us the changes so you may receive the *Echo*.

If you are receiving duplicate copies of the *Echo*, please advise us right away. Remember, it is the responsibility of each individual member to see that any address or name change is sent in for correction.

If any member wishes to receive the **Auxiliary Echo**, all we need is for you to send a check in the amount of \$7.00, earmark it Echo and you will be added to the subscription list.

The *Echo* is your publication. With each issue, our members will be able to keep informed on the various National and Department Programs.

Our Department President Sue Wells’ theme will be **Service To Veterans Is Love In action**” and our National President Jan Tittle’s theme will be “**It’s Time for America’s Military Heroes**”.

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E-mail Monday@lavfwca.org