

# Oregon State Grange Bulletin

## Submitting a Story

- The Bulletin's content consists mainly of articles submitted by the standing committee directors, state officers, and Subordinate/Community Grange members.
- Send the Bulletin Editor the: who, what, when, where, why, and goal of your event or the outcome for an event if it has already occurred.
  - Quotes from individuals are always welcomed.
  - Please include your contact information so that the Editor can follow-up to get answers to questions.
- Stories published in other outlets are also welcome.
  - Send article, name of publication and date of publication so the editor can get permission to reprint.
- There is a form online that you can fill out to submit your information. The Editor will convert the provided information into an article.
  - The Print form you can print out and fill by hand (*there is a copy included in the packet*).
  - The Type-in form you can type in directly on the computer then print and mail in.
- Consider whether your event will be appropriate for the publication date. For example, if you are planning a February 10th event, the February issue may not reach readers in time. Your article needs to be in the December/January issue, which means it needs to be submitted by November 10th. If that's not possible or/and in addition, send your information to the OSG webmaster to include on the Event Calendar.

## Write articles in the third person

Third person writing is writing from the third person's point of view and uses pronouns like he, she, it, or they. It differs from the first person, which uses pronouns such as I and me, and from the second person, which uses pronouns such as you and yours.

### Third Person Personal Pronouns

	Subjective	Objective	Possessive
3 <sup>rd</sup> person	he, she, it, they	him, her, it, them	his, her, hers, its, their, theirs

## Submitting Photos

- Use the maximum resolution settings that your camera supports.
  - At a minimum 1MB, 2-3MB are better size 3200x2400
  - Leave room for cropping by taking a step back before snapping the picture
- Attach your photos to your email.
- If you have a film camera, ask to have your photos placed on a CD when you have them printed and either email the photos to the editor or mail the CD with your form or article.
- You can also send the prints to the editor for scanning but the results will not be as good as an original digital image.
  - If you chose to send prints please print on glossy paper.
  - Photos printed on standard non glossy photo paper to do not give good results when scanned.
- Please send captions with pictures, listing names of those in the photo from left to right.

# Oregon State Grange Bulletin Publication Schedule

<u>Issue</u>	<u>Publication Date</u>	<u>Article Deadline</u>
February-March	February 1	January 10
<p><b>Color issue</b> Grange Month Handout</p> <p><b>Center section - pictures and articles that showcase the wide variety of Grange activities during the holidays</b>  <i>Subordinate/Community and Pomona Granges please submit articles/pictures of your celebrations and activities</i></p> <p><b>Order copies for your Grange month events</b></p>		
April-May	April 1	March 10
<p>Meet State Convention host district Granges</p> <p><b>Armed Forces Day – recognizes Grangers currently in the military</b>  <i>Subordinate/Community Granges please submit info on your service personnel</i></p>		
June-July	June 1	May 10
<p>State Grange Convention events and schedule</p>		
August-September	August 1	July 10
<p><b>Color issue</b> - State Convention highlights</p> <p><b>Grange Scholarship Winners highlighted</b>  <i>Subordinate/Community and Pomona Granges please submit articles/pictures of your scholarship winners</i></p>		
October-November	October 1	September 10
<p><b>Granges at their fair articles</b>  <i>Subordinate/Community and Pomona Granges please submit articles/pictures of your fair activities and booths</i></p> <p><b>Granges Celebrate the Holidays</b>  <i>Subordinate/Community and Pomona Granges <b>plan ahead</b> and submit articles/flyers of your holiday events including bazaars, craft sales, haunted houses, Halloween parties, tree lightings, Grange dinners and potlucks, etc... Anything your Grange is doing to celebrate the holidays from October 15 - January 1</i></p>		
December-January	December 1	November 10
<p><b>OSG Grants awarded</b></p> <p><b>Updates on previous year's grant recipients</b>  <i>Subordinate/Community Granges who received grants the previous fall, please submit an article with pictures of your completed project</i></p> <p><b>Granges Honor Veterans</b>            Parade participation, Quilts of Valor, meals, etc...  <i>Subordinate/Community and Pomona Granges please submit articles/pictures on what you did</i></p>		