

## **LCE PTA: Lion Times Submission Procedure 2018-2019**

The LCE PTA Lion Times is sent to registrants via Constant Contact, the PTA's email service provider. The Lion Times is sent weekly, the day before the school week starts. Please review the submission schedule to ensure your article is in by the required deadline. Articles submitted after the deadline will not be included in that weeks' issue. If a submission misses the deadline, it is the responsibility of the chair to re-submit the article for the next issue.

To submit an article:

- Email items to [liontimes@lcepta.org](mailto:liontimes@lcepta.org) as a MS Word Document attachment.
- Submissions will receive an auto reply e-mail response. If you submit more than one time each day, you will receive only one auto response. It is up to the chair to verify the editor has received the submission.
- If you wish to include graphics, do NOT put them in the document. Instead, send them as a graphic file attachment (ie .jpeg), or they will not be used.
- Please do not use colored or funky fonts – they will be changed to standard text.
- Please do not include minors' last names, and only use last initials. (e.g. Suzie Q.) We are unable to publish minors' surnames for legal reasons.
- **Items may be shortened and edited for space limitations and content clarity.**
- The mention of any business or service in this publication does not imply endorsement by the LCE PTA.
- Articles must include contact information for questions. Articles are posted to the LCE PTA website so we do not include personal email addresses. Email addresses can be created for all the program chairs. Please contact appropriate VP if you need a PTA email address created.
- If you would like your item to be included on the website, please state this in the body of your email.
- Special issues are sent for messages from the Principal and LCUSD. LCE PTA will review any articles unrelated to LCE PTA or LCUSD activities that may be of interest to our families. Examples of this include the Assistance League music and drama programs and Girl Scout and Boy Scout registration. Inclusion of any information is at the discretion of the 6th VP Communications, the PTA President and the school Principal.