

Submission of Material for the University *League Letter* 2024-2025

Newsletter #1, 2024 - July 19 (Friday) – editor’s deadline

Newsletter #2, 2024 - Oct. 14 (Monday) – editor’s deadline

Newsletter #3, 2024 - Nov. 20 (Wednesday) – editor’s deadline

Newsletter #4, 2025 - Feb. 5 (Wednesday) – editor’s deadline

Newsletter #5, 2025 - Mar. 19 (Wednesday) – editor’s deadline

Please read and adhere to these instructions before submitting your articles.

We encourage you to send in articles about your Interest Group activities, excursions, projects, volunteer experiences, reactions to programs, etc. Articles should be typed and preferably sent by email as Word attachments (.doc or .docx). If you don’t have a computer, mail your article and it can be scanned or retyped for publication. Please keep your article brief – normally ¼ to ½ page. **Do not send your submission in .pdf form since we will need to edit it and insert it into a Word document.**

Please adhere to the editor’s deadlines. They ensure that the newsletter will be published on time. After the newsletter goes to the printer, we cannot make changes, so if you do find a change or mistake in your submission, let us know right away and we will try to make the change before we send the article to the website. Let the editors make the change; do not contact the webmaster.

Pictures are strongly encouraged – the more, the better. They should be emailed in .jpg form in the full size or best resolution of the photograph. When you take a picture, do your best to get the lighting and focus right. **BE SURE TO DESCRIBE THE EVENT AND/OR LOCATION SHOWN IN THE PICTURE AND GIVE THE NAMES OF THE PEOPLE PICTURED.** Again, if you don’t have a computer, please mail or give the editor an original print or a very clear copy. It will be scanned and the print mailed back to you if you want it – just let us know when you submit the picture. Pictures taken with a camera rather than with your phone make better submissions. If someone in your Interest Group knows about taking good pictures (framing, focus, posing, etc.), try to use her or him.

Your articles may be edited for clarity, length, or consistency with the rest of the newsletter. If it’s necessary to make major edits or if there are questions, the Editor will call or email you.

Thank you. We really appreciate the selfless dedication of League members and look forward to receiving interesting and stimulating articles from all of you.

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University League—*League Letter Deadlines 2024-2025*

Newsletter #1

July 19 (Friday) – editor’s deadline

July 26 (Thursday) – to the proofreaders (August 1 return to editor)

August 5 (Monday) – to the printer

August 12 (Monday) – mailing committee

August 30 (Friday) – reservation deadline

September 11 (Wednesday) – Fall Coffee, Blackhawk Country Club

Newsletter #2:

October 14 (Monday) – editor’s deadline

October 21 (Monday) – to the proofreaders (October 28 return to editor)

November 4 (Monday) – to the printer

November 10 (Tuesday) – mailing committee

November 26 (Thursday) – reservation deadline

December 13 (Friday) Candlelight Concert and Dinner, Maple Bluff Country Club

Newsletter #3 (informational Scholarship Benefit--no program):

November 20 (Wednesday) – editor’s deadline

December 4 (Wednesday) – to the proofreaders (December 9 return to editor)

December 16 (Monday) – to the printer

January 13, 2025 (Monday) – mailing committee

Newsletter #4: 2025

February 5 (Wednesday) – editor’s deadline

February 12 (Wednesday) – to the proofreaders (February 17 return to editor)

February 21 (Wednesday) – to the printer

February 27 (Thursday) – mailing committee

March 14 (Saturday) – reservation deadline

March 25 (Tuesday) – Spring Luncheon at Maple Bluff Country Club

Newsletter #5:

March 19 (Wednesday) – editor’s deadline

March 24 (Monday) – to the proofreaders (March 31 return to editor)

April 3 (Thursday) – to the printer

April 10 (Thursday) – mailing committee

April 25 (Friday) – reservation deadline

May 7 (Wednesday) – Luncheon and Annual Meeting Blackhawk Country Club