

Guidelines for submissions to WIT Club News

The goal of the Club and Chapter News is to promote the growing bonds of friendship in the organization, encourage new participation in your WIT group and also share creative ideas with other clubs and chapters across the country. It also shows *potential* WIT members the fun and fellowship of the RV lifestyle.

The local chapters and state clubs are an important and active part of our WIT membership, but the *WIT Club News* is also an information source for other benefits of the WIT Club and RVing in general so space for chapter and club activities must be kept in balance with other areas of interest.

Club and Chapter Reports

- News should be submitted on the 1st of each month. (See 2009 schedule below) All State Club and Chapter News will be updated on www.witclub.com on a monthly basis.
- State club reports and rally reports will be printed in *WIT Club News* in the bi-monthly print publication

Each submission should for online and print should always include:

- Name of club or chapter. Please format these details as you see them in the *WIT Club News*. For example:

Traveling Winnies

Local Chapter

By Jane Smith

- Date or month of event or outing
- Location or area of event or outing
- Highlights—not itinerary—of the outing. It should be a short overview of the event, not a detailed account. You may include the number of units attending, number of guests and names of prospective or new members. Also include special tours or activities you participated in that others visiting the area may want to do, as well as new games or entertainment enjoyed. You may share basic information about the campground if it is exceptional and you would recommend it to other travelers. You may also note any members who have new motor homes.
- Do not include details of the meetings, but you can list new officers elected, charity projects or new members introduced to the group.
- **Do not include general weather, food or meals eaten, or illnesses of members.** Do not include thank you's in the article. Deaths of members should be reported separately for the Memorial section.
- You may include the dates for an upcoming outing, but keep in mind when the magazine will be published. You may direct readers to the Who's Inviting Travelers section for all your outings.
- End each report with the President's name and phone number or e-mail address. If your chapter wishes to do so, this contact could also be the wagonmaster or the membership chairperson. Please list this contact person as you see it in the *WIT Club News*, for example: John Smith 555-555-0000
- As you write your article, consider that your audience is the entire WIT Club membership, not just your group's members.

These reports must be typed and either mailed in or e-mailed into the WIT Office. **Hand-written reports will no longer be accepted. Club and chapters reports should be no more than 300 words total, and should be *no longer than needed* to cover the highlights of the outing. This includes if your chapter has more than one event to cover. WIT staff will also edit articles for style, content and space available.**

Do not submit your group's regular newsletter for this report. The article should be about the current outings only, not other chapter information such as member illnesses or chapter business.

All camping schedules, anniversaries, memorials or other information must be submitted separately, not as part of the news report.

Article submission sample

Cen-Tex Travelers

Local Chapter

By Kathie Todd

We met in the beginning of May in Murchison, TX. It was a great time to visit this part of Texas with all the wildflowers in bloom. We met at Staway RV Park and had seven coaches attending, including our newest members Ken and Sandy Mills.

The Big Thicket Winnies joined us because our primary purpose of the meeting was to "scout" out the area for our Texas W Rally in October. Our chapters are co-hosting the rally. The RV park has a nice big lake for fishing.

We made excursions into neighboring Athens, stopping in at the Visitors Bureau where they were very helpful in pointing out places to see. A couple of the guys went to the Freshwater Fish Hatchery and were impressed. We also obtained good information on the Rose Arboretum in Tyler and a wonderful local museum.

Marian Kunze 254-857-4302

Who's Inviting Travelers

- Upcoming events and outings will appear in the Who's Inviting Travelers section of the print publication as well as online starting January 2009.
- All updates to the club and chapter's schedule should be submitted to witclubnews@winnebagoind.com by the 1st of each month to be updated online for that month. It is not necessary to re-submit the entire schedule each month, or for single additions, deletions or changes to the calendar.
- Only the date and location for the outing will be listed, menus or activities should not be included.
- Also include any changes in contact information that should be listed.

State Rallies

Pre-registration information for state and regional rallies will be printed beginning six months in advance of event and will appear in chronological order in the state rally section of the *Club News*. **Information should be limited to no more than 300 words.** Keep directions limited in the article but include address or GPS location to make it easy for travelers to find. You may want to consider sending out specific directions with confirmation materials or make it available from a contact.

Please be aware of the deadlines for all articles so your rally article will appear in ample time for participants to register.

Memorials

Deaths of members should be submitted separately to be listed in the Memorial section of the magazine and will be published bi-monthly.

- Include WIT number, surviving spouse, if applicable, and clubs and chapters in which he or she was a member.

Anniversaries

- Anniversaries of Club members of 50 years or more will be printed in the bi-monthly *WIT Club News* publication
- Any anniversaries for the two month period that are submitted by the 1st of the month will be printed for that publication

Photographs

The *Club News* welcomes pictures of members involved in various activities to promote the RV lifestyle. **Please avoid group shots.**

When sending in photos, identify members or activity in photo for the caption.

- One photo per story please!
- Photos for print publications should be emailed as high-resolution (prefer 300 dpi) attachments or a submitted hard copy photograph. High quality, color digital prints by mail or quality digital pictures sent by e-mail or on CD may be accepted. **Photos that are too dark, blurry or otherwise of poor quality or content will not be used. Acceptable photos will be used based on space availability.**

2009 *WIT Club News* Schedule*

February/March 2009—Deadline Jan. 5, 2009

April 2009—Deadline Feb. 2, 2009

May/June 2009—Deadline April 1, 2009

July/August 2009—Deadline June 1, 2009

September/October 2009—Deadline Aug. 3, 2009

November/December 2009—Deadline Oct. 1, 2009

January 2010—Annual Membership Directory CD

***Subject to change**

You may e-mail reports to witclubnews@winnebagoind.com or mail to *WIT Club News*, P.O. Box 268, Forest City, IA 50436.