

## Newsletter Procedure

1. Newsletter Guidelines. Agencies will follow the below guidelines for submission.
  - 1.1. Submission will be done via email to [info@communitycouncils.org](mailto:info@communitycouncils.org), including “FCC Newsletter Request” and their agency affiliation in the subject title.
    - 1.1.1. Information must be clearly notated as request for submission to the newsletter to be included.
    - 1.1.2. Submissions are due by 5pm on Thursday to be sent the next week.
    - 1.1.3. Late submissions will be included or sent the following week, at the discretion of staff.
    - 1.1.4. The submission will include a 2-3 sentences, a link, and a graphic (if applicable).
    - 1.1.5. If no submissions are sent, staff may opt to not send a newsletter.
  - 1.2. Staff will evaluate the submission based on the below criteria to determine if it can be included in the newsletter.
    - 1.2.1. Follow the FCC Digital Outreach Policy
    - 1.2.2. Related to the general Anchorage area
    - 1.2.3. Submissions for a specific area will be sent to the relevant councils for review & approval
  - 1.3. Submissions not approved for general submission will be notified by staff.
    - 1.3.1. Submitters can then request submission to specific council presidents/chairs by providing a list of community councils they wish to reach. FCC staff will send requests to president/chairs of the requested communities and send out after approval.
  - 1.4. Staff will send out the newsletter on Monday at 9am of the following week.
2. Staff retains the right to not include submissions for any reason.
  - 2.1. This can be reviewed by the FCC Chair and overruled.