



## CHAPTER & DISTRICT UPDATE SUBMISSION TIPS

### WE WANT TO HEAR FROM YOU!

We love hearing what your chapter or nutrition department is doing, and other members do, too. These articles are often the most-read pieces in every issue. Your updates help celebrate your hard work, highlight the creativity happening across the state, and inspire other members with fresh ideas. Whether it's a recent event, a standout member, a community project, or something fun your group is proud of, we want to share it. Your voice makes our publications stronger, and we're excited to feature your stories.

### GUIDELINES

#### Length

Your submission can be of any length, but a good goal is 350-500 words - between a half-page and full page in length.

#### Format

All article submissions should be sent to Shelley Livaudais at [communications@tasn.net](mailto:communications@tasn.net). Acceptable formats are Word docs, Google docs, or just copying & pasting the text of your article into an email. Don't worry about styling/formatting the article as this will change once inserted into TASN publications.

#### Pictures

Photos of your members and events are welcome and highly encouraged! Please send all photos as .jpg or .png files attached to an email to [communications@tasn.net](mailto:communications@tasn.net), along with captions for each. **Note:** please don't paste photos into Word docs as it degrades the photo quality. Photos should be sent as separate attachments. **Important: If photos include children, check with your district administration to be sure that a release form is on file for each child pictured.**

### TOPIC IDEAS

#### Recent Activities

- Meetings/trainings/workshops held
- Community outreach & volunteer projects
- Fundraisers
- Field trips & site visits
- Professional development

#### Member Spotlights

- Introduce a standout member (new or long-time)
- Recognize retirements, certifications, & awards

#### Success Stories

- A challenge your chapter/district solved
- Innovations or improvements you've made locally
- A story that shows your organization's impact
- A new favorite recipe or method to share

#### Photos (High-resolution preferred)

- Group photos from meetings or events
- Action shots of members working or volunteering
- Before/after project images

#### Upcoming Plans

- Upcoming meetings or workshops
- Planned community projects or initiatives
- Announcements or reminders for your area

#### Chapter Leadership News

- New officers or committee members
- Calls for volunteers

### QUESTIONS?

Need help getting started or have other questions? Check out the [submissions page](#) or email Shelley Livaudais at [communications@tasn.net](mailto:communications@tasn.net). We're here to help!