

Game Trail Association



Guidelines for the Game Trail Tails

The purpose of these Guidelines is to establish and document policy, purpose, audience, content, frequency of publication, and publishing details for *The Game Trail Tails* (the Game Trail Newsletter) approved by the Game Trail Board of Directors.

The Communications Committee will assume responsibility of publishing the Game Trail newsletter.

The primary purpose of the newsletter is to communicate the business of the Game Trail Board of Directors and Game Trail Committees. The secondary purpose is to communicate information on items of interest to Game Trail members. The audience for the *Game Trail Tails* is Game Trail Association Members.

Each edition will include the following:

1. Notes from the Board of Directors
2. Committee News
3. Calendar of Events: Game Trail events such as committee meeting dates, annual activities, etc. will be included.
4. Educational/informational articles on items of interest to Game Trail residents and property owners such as: flora and fauna of Game Trail, recycling opportunities in the community, selected summary of items from the "*Living in Game Trail*" pamphlet and other Game Trail rules and guidelines.
5. Other topics may be included at the discretion of the editor.

Other publishing details:

1. Editor: Will be a member of the Communications Committee.
2. Published: The *Game Trail Tails* will be published twice a year, in the spring and fall. Additional issues will be at the discretion of the Board of Directors based on the need to communicate news.
3. The length of the newsletter will be based on the amount of information to be relayed. Four to 8 pages are most likely.
4. Distribution and printing: The newsletter will be posted on the GTA website. Members who have requested to obtain the newsletter electronically will receive an email when the issue is posted. Members who elect to receive a hard copy will have their newsletter mailed to them. A local printer will be used.
5. The editor and the Communications Committee reserve the right to edit all articles submitted; the edited article will be communicated to the writers of the articles prior to publication.
6. No commercial advertisements will be included in the newsletter.
7. No letters to the editor will be published in the newsletter.