**Newsletter Submissions**

* **Please review the following prior to submission of newsletter articles. This document holds the schedule for the rest of 2022 and the process to submit to Dropbox.**

**Schedule:**

Fall 2022

Submission of Articles- Aug 26th

Submit for Review- Sept 15th

Council Meeting- September 22nd

Goes to Print (~ 2 weeks)

Shipped- Oct. 6th

Winter 2022

Submission of Articles- Nov. 4th

Submit for Review- Nov. 17th

Council Meeting- Dec. 1st ( Would have to go to a another meeting as the council meeting falls on Thanksgiving)

Goes to Print (~ 2 weeks)

Shipped- Dec. 19th

\* Would get us in right before Christmas

**Dropbox Instructions:**

Newsletter submissions will now be accepted via Dropbox. In order to maintain better quality and organization of the photos, we will be asking people to send them to the Dropbox linked below. Please try to upload the original photo and not emailed copies.

[Dropbox Link (Click Here)](https://www.dropbox.com/scl/fo/phos95q3gszahc2egih62/h?dl=0&rlkey=rqbmbd7m5f0pwm9b2k680n74t)

Submission Instructions:

1. After clicking the link to the Dropbox, go to the folder for the correct newsletter season you are trying to access (Fall 2022, Winter, 2022, Spring 2023).
2. Create a department specific folder where you upload both articles and pictures separately.
3. Remove any images from the article itself. Your article submission should only contain text.
4. Then, please upload photos in the same folder. Label each image with the name of the article and number of order (e.g. Summeryouthgathering1).
5. Make sure to add captions to the photos so that we know who is in the picture and where it was located. You can do this in the comment section on the right hand side of your image once uploaded
6. If there are any questions, feel free to email (asutcliffe@karuk.us)

\*Note: it is best to take photos directly from a drive and not through email. You can provide the link to the employee who has the original photo for submission. Once the photo is emailed as an attachment its definition is degraded.