

# Positively Pasco

## Official Newsletter Guidelines

### Purpose

The *Positively Pasco* newsletter is a monthly publication that will be delivered via email to parents, students, staff, and community members to inform them of important information, events, staff, student highlights, messages from our Superintendent, department highlights, and more.

Submissions are welcome from all staff and there are many ways to contribute! You can submit an idea or suggestion or provide general information about events, changes, or anything else that staff, parents, or our community may need to know.

The newsletter will be emailed on the first Monday of each month and be available on the Public Affairs [webpage](#).

### Guidelines for Newsletter Submissions

- » All submissions must be made through the *Positively Pasco* submission form (found [HERE](#))
- » Information is intended for the PSD community including staff, parents, and community members so the content must be of general interest to all.
- » To be more useful, all submission requests must include contact information, including name, telephone number, email address, and website links for readers to obtain further detailed information and clarification if available.
- » The Public Affairs Department reserves the right to accept or reject any submission and content may be subject to review and editing for brevity or clarity. All submissions may not be included.
- » When possible, please submit a picture with your article.
- » **Submissions for consideration must be received five business days before the first Monday of the following month.** Late submissions may not be included.
- » Individuals who submit information for the *Positively Pasco* newsletter are responsible for and must ensure the accuracy, timeliness, and reliability of the submitted material.
- » Advertisements promoting other businesses will not be permitted.
- » Opinion pieces or messages with a particular political perspective or that are political will not be published.

### Questions?

Contact Ana Munguia  
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