Hello CNY Rotarians,

Here are a few quick tips on how to submit your news via the News Network!

- (1) Make sure your submissions cover the Who, What, When, Where and Why of your club's upcoming event or recent effort.
- (2) Writeups should be no more than 300-400 words in length.
- (3) Sending photos with your submission is encouraged, but please attach separately in the email. **DO NOT** embed the images in a word doc. This greatly lowers the resolution.
- (4) If you are sending a poster or other promotional materials, they **MUST BE** appropriately branded. That means, for example, using a club logo created in RI's Brand Center.
- (5) Once you have everything together, email your items to news@cnyrotary.org. I'm always happy to answer any questions throughout the process.

I can't wait to share your club's news. Rotarians are doing amazing things in the world and right here in our district, and I want to make sure we reach as many people as possible!

Yours in Rotary,

Joseph Abraham

CNY Rotary News Editor