

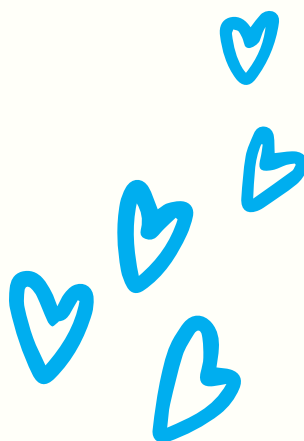
# EMA'S EDITORIAL

J U N E 2 0 2 3



# TABLE OF CONTENTS

Table of Contents	02
Reminders	03
Posting	04
Newsletters	05
Newsletters Rubric	06
Your Tasks	07
Send to Clubs	08
Contact Info	09



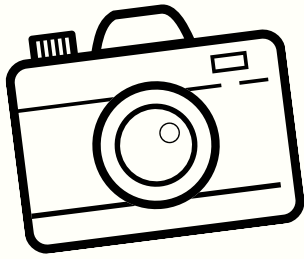


# REMINDERS



- By now you should be in my Google Classroom (code is **gpq6qf7** or [link](#)). If not, join ASAP!
- Newsletters are going to be due on the 14th. On the 15th you will send them out to Reflector and your divisional clubs. Make sure to follow the Brand Guide in the Google Classroom!!
- Tag my instagram (@mikeyeditor) when posting content I have created





# POSTING



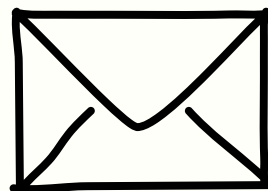
I will be making the posts for the summer portion of the service year. With that, make sure to check Google Classroom and the calendar. All the posts I create are **required**. Make sure to read the calendar for further notes. If you want to post anything other than my posts, send them to me for approval first!



**CLICK ON THE CALENDAR ABOVE**

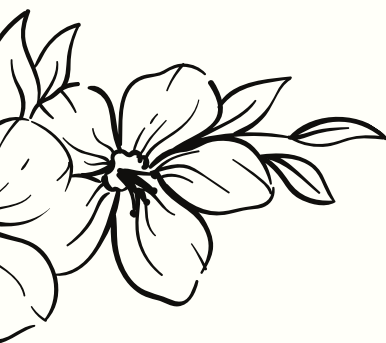


# NEWSLETTERS



*IMPORTANT*

**Newsletters are due on June 14th. Make sure to turn them in by then so that Guneet can provide feedback on LTG specific tasks, and I will grade based off creativity, formatting, etc. The information for your newsletter is provided in the E-Board's newsletters and most importantly Clara's newsletter. Make sure to read all of our newsletters thoroughly. The rubric is shown on Page 6.**



**DO NOT FORGET  
TO ALWAYS USE  
LOGOS!**

# Newsletter Rubric

Name:

Date:

-----

## Due Date:

You can earn up to 5 extra points, +1 for each day turned in early.

However, you can lose up to 5 points, -1 for each day turned in late. You will get 10 points automatically for turning your newsletter in before or on the deadline.

Total: /10

## Format:

Following Brand Guide: /40

Creativity: /20

Grammar: /30

Organization: /20

Professionalism: /10

Total: /120

## Content Criteria:

You must choose at least **3 topics**. Each is worth 10 points and you can earn up to 50. Previously lost points can be made up here.

## Basic Information:

- ☐ Title
- ☐ Month
- ☐ Division
- ☐ Contact Information
- ☐ Table of Contents

Total: /25

\*\*Worth 5 Points Each!

## Content:

- |  |  |
|--|--|
| <input type="checkbox"/> Personal Message      | <input type="checkbox"/> Applications    |
| <input type="checkbox"/> Upcoming Events       | <input type="checkbox"/> Club Spotlight  |
| <input type="checkbox"/> Conventions           | <input type="checkbox"/> Tips and Tricks |
| <input type="checkbox"/> Service Project Ideas | <input type="checkbox"/> Other (6)       |
| <input type="checkbox"/> Fundraising Ideas     | Total: /50                               |

## Total Points:

If you have any questions, comments, or concerns, please contact me as soon as possible!

/205



# **YOUR TASKS**



## **1. TURN IN YOUR NEWSLETTER**

Submit your newsletters by the 14th or sooner with all the requirements deemed necessary. Do not send out your newsletter before it gets approved!!

## **2. CHECK GOOGLE CLASSROOM**

Make sure to always be on the lookout for any updates or posts on Google Classroom. It has plenty of resources and information. It will be a great way for me to communicate with you all.

## **3. CHECK THE POSTING SCHEDULE**

Look through the calendar in Google Classroom to ensure you are aware of the posting dates.





# SEND TO CLUBS



*IMPORTANT*

**INCLUDE THIS IN YOUR NEWSLETTER. THIS WILL BE  
FOR THE WOLVERINE KEY SUMMER EDITION!**

Summer Edition    Volume 08 | Issue 01

## The Wolverine Key



The official publication of the Michigan  
District of Key Club

**SNEAK  
PEEK**

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**KEY CLUB  
PUBLICATION**

### WANT TO BE FEATURED IN THE KEY CLUB PUBLICATION?

**SUBMIT**

Submission Options:

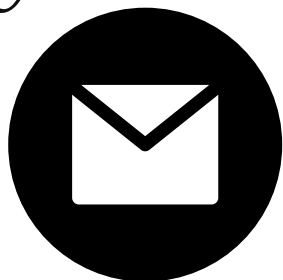
- Artwork
- Poetry
- Essay
- Song
- Service Events
- \*\*Any Other Options (Contact Me)

-All of the submissions must include a biography and a reflection on the selected submission (biography must include: school, name, division)





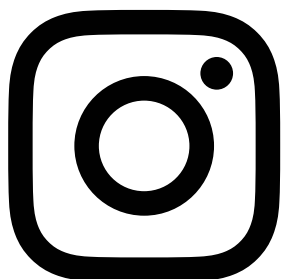
# CONTACT INFORMATION



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**@MIKEYEDITOR**

Feel free to  
always reach out  
and ask question!

