

TEXAS RAINBOW NEWS
OFFICIAL PUBLICATION OF THE GRAND ASSEMBLY OF TEXAS

GUIDELINES FOR SUBMITTING ARTICLES 2018-2019

The following material is prepared to help you with your annual article and ad for the **TEXAS RAINBOW NEWS**. Your Assembly article and ad information and photos(s) should be sent to:

Ms. Suzette Faith **jsfaith1@aol.com**
2111 Whitehurst Lane, Carrollton, TX 75007 (Home) 972.395.1192

CHECKS MUST BE MADE PAYABLE TO: **GRAND ASSEMBLY OF TEXAS**
and mailed to the above address.

DEADLINES ARE IMPORTANT: To be included in the:

Jan, Feb, Mar Issue - **Information and Fees must** be received by **November 10th**
Apr, May, June Issue - **Information and Fees must** be received by **February 10th**
July, Aug, Sept Issue - **Information and Fees must** be received by **May 10th**
Oct, Nov, Dec Issue - **Information and Fees must** be received by **August 10th**

The guidelines of submitting articles by E-mail and the fee structure are outlined below:

The standard article is limited to 200 words. The picture to appear in your ad may be of an individual or of a group. Pictures may be black and white or color. Pictures must be sent in .JPG file. Articles should be typed, submitted by E-mail (*preferred*) to Ms. Faith or mailed with your check

Please include the following information with your Assembly Article and Ad. (This information doesn't count towards your 200 word count.)

Name of Assembly and Address
City and Zip-Code - all 9 digits
Meeting Dates and Times
Name of Worthy Advisor and Mother Advisor
Name of Girl and Adult Elected and Appointed Grand Officers
Pledge Group Info - Name, Meeting Date and Time, Pledge Sister, Pledge Mom (If Applicable)

GUIDELINES FOR SUBMITTING ARTICLES BY E-MAIL:

1. Articles must be attached as a Word document (.doc file).
2. Size of Font should be 10 pt. Garamond, left hand alignment.
3. Pictures must be in a .JPG file. Pictures must be grayscale. Pictures emailed should have the highest resolution. If picture is 4 1/2", use 72 dpi. If picture is less than 4 1/2", use 300 dpi.
4. In the Subject area of the email: Please type: **TRN** Article for (Name of Assembly).

FEE STRUCTURE: \$ 45 Standard article (includes 200 words) and ad with one photo
Add: \$ 25 Each 200 words over initial standard article
Add: \$ 15 Each additional picture (any picture)
Add: \$ 25 Additional articles (not an Assembly article).

Fraternal advertisements are encouraged and welcomed. The cost is \$100 for a full page ad.

ASSEMBLY ARTICLES DUE BY ISSUE

Send to: Ms. Suzzette Faith, jsfaith1@aol.com or 2111 Whitehurst Lane, Carrollton 75007.
See document "*Guidelines for Submitting Articles 2018-2019.*"

Due November 10th	Due February 10th	Due May 10th	Due August 10th
ISSUE	ISSUE	ISSUE	ISSUE
January, February, March	April, May, June	July, August, September	October, November, December
Alvarado #68	Amarillo - Palo Duro #19	Abilene #86	Fort Worth #15
Arlington #96	Austin #5	Burleson #374	Houston #8
Dallas #33	Conroe #73	Gun Barrel City #369	Kilgore #168
Elmwood #285	El Paso #4	Helotes #377	Port Neches #159
Horizon #384	Farmers Branch #368	Plano #320	Richardson #291
Nacogdoches #152	Melrose #167	San Antonio #3	Roy Stanley #127
North Texas #383	New Braunfels #277	West Side #233	Schertz #280
Rose #382	Pearland #337		Sunshine #375
Wichita Falls Daisy #371	Tomball-Mt. Houston #310		Trinity River #379
			Liberty-Waco #18

INFORMATION FOR 'LINE ITEM' COLUMNS

These are the columns such as *Rainbow Rays, Sunshine, Shadows, Rain Drops, Partners in Progress. Oops, Movin' and Groovin', In Sympathy, Little Brothers and Sisters, Wedding Bells, Pledge Corner, etc.*

SEND TO: Mrs. Shanna Winslett-Clark
Winslett.clark@gmail.com

SPECIAL FEATURE ARTICLES AND PHOTOS

These are articles about *special events, meetings, awards, Grand occasions and general photos (in .JPG file)*

SEND VIA EMAIL TO: jsfaith1@aol.com or marlenedibrell@gmail.com

OR BY MAIL TO: Editor- Texas Rainbow News, P.O. Box 797625, Dallas, TX 75379-7625

INFORMATION FOR SUBSCRIPTIONS

TRN SUBSCRIPTIONS run for a calendar year. They are \$16.00 per subscription.

The 4 Issues Per Calendar Year are as follow:. Issue 1: Jan/Feb/Mar, Issue 2: Apr/May/Jun, Issue 3: Jul/Aug/Sep, Issue 4: Oct/Nov/Dec. The last issue of each Calendar year is the Oct/Nov/Issue.

Subscriptions and Payment must be received by December 1, 2018, to assure that you will receive the first issue of 2019. This is for everyone- Girls and Board Members. For your convenience a spreadsheet of your Assembly subscriptions will be emailed to the Mother Advisor in October of each year. You can make your reconciliations (Address Changes, New Subscriptions, Deletes, etc.) on the spreadsheet and then return it to me and mail your Assembly Check. **Please send either one check for the Assembly (Girls and Adults) or two checks- one for the Girls and one for the Adults. Please do not have each of your Board Members or Girls individually mail TRN checks.**

ALL CHECKS MUST BE MADE PAYABLE TO: GRAND ASSEMBLY OF TEXAS

Any subscriptions received after Dec 1st of each year should be prorated from the yearly rate of \$16. If you initiate a new member during the year, you need to prorate the amount. If you send in more than \$16 you will be making a donation to Grand Assembly.

You only need to submit a SUBSCRIPTION form for new subscriptions sent in after December 1st. Must include (1) Full Name, (2) Assembly Name, (3) Mailing Address, (4) Zip Code, including all 9 digits. Our printer will not mail any subscriptions that do not have a complete 9 digit zip code. Also (5) Designate Rainbow Girl, Board Member, Adult Supporter, Pledge, etc.

MAIL TO: *Ms. Suzzette Faith*
 2111 Whitehurst Lane
 Carrollton, TX 75007

During the year please send address changes to Suzzette Faith at jsfaith1@aol.com. Subscription questions should also be sent to the same email address.

If you do not receive a **TRN** issue, please notify Ms. Faith so that she can verify that your mailing address is correct and that your payment was submitted in time for you to receive the issue. If the answer to these items is 'Yes', then your next step would be to contact your local Post Office. The magazine is mailed third class parcel post and delivery time is at the discretion of your post office. Some offices deliver the magazine immediately and some hold on to them for several weeks before delivery.

A limited supply of single copies of the *Texas Rainbow News* is available from Mrs. JoAnn Weaver at \$4.00 per copy. (Mrs. JoAnn Weaver, P. O. Box 117146, Carrollton, TX 75011-7146)