



Submission Guidelines

Please email your submissions for *Smoke Signals* either in an attached Word document or as text in an email body. Follow the guidelines below to be sure your submission is “camera ready,” meaning that no additional editing is necessary before posting. This helps make the process more efficient for the *Smoke Signals* editors. **THANK YOU** in advance for your assistance.

EXAMPLE:

Title of Submission

This is where you type a description of the event or details about news to be distributed. Keep it as brief as possible and make sure to use spell check. At the end always include a contact name and email.

For More Information please contact John Smith at jsmith@email.com.

Font: Arial

Size: 11

Title: Red & Arial Bold

Description: Black & Arial Regular

Don't forget to include a contact name and email address!

Please include a category for your submission:

BSA NATIONAL NEWS
MECKLENBURG COUNTY COUNCIL NEWS
DISTRICT ITEMS
KEY APACHE DISTRICT DATES
ADVANCEMENT
ORDER OF THE ARROW

Submissions should be emailed to e-newsletter@apachemcc.org by the **third Wednesday** of each month.