



Reply to:  
Walter Boomsma, Communications Director  
17 River Road  
Abbot ME 04406

Maine State Grange

146 State Street  
Augusta Maine 04330

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## MAINE STATE GRANGE BULLETIN EDITORIAL POLICY

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The Maine State Grange Bulletin serves as an internal communication mechanism that will facilitate sharing information between state leadership and members. In determining what to publish two guiding questions will be applied:

1. Does the information or article submitted have general interest statewide?
2. Does the information or article reflect Grange values?

Publishing priority will be given to articles submitted by state officers and directors, but the *Maine State Grange Bulletin* encourages articles from the membership. The writer's name and contact information for verification must be included. Submission does not guarantee publication. The *Maine State Grange Bulletin* reserves the right to make any changes necessary to accepted articles. Anonymous, pseudonyms and articles dealing with personalities will not be printed. The editor reserves the right to edit articles for style, grammar, spelling and length. The overriding standard for editing will be good old commonsense fairness.

The State Master and Executive Committee will serve as an editorial policy review board when necessary.

All articles and information must be submitted by the fifteenth of the month. Our goal is then to have the issue assembled, printed and mailed by the end of that month. (Articles will be posted to the web site as received unless otherwise requested.)

The process for submitting to the bulletin is the same as submitting to the web site. There are three options:

1. Use the [SUBMIT] tab at the top of the website. This effectively emails your submission to the webmaster/editor.
2. Send an email using the [webmaster@mainestategrange.org](mailto:webmaster@mainestategrange.org) email address. Your information/article can be the email itself (preferred) or an attached Microsoft Word document.
3. "Snail mail" your information/article to the editor's home address: 17 River Road, Abbot ME 04406. **Do not use this address for any other State Grange business.** Doing so will delay a reply!

All letters or articles submitted for publication must have contents relating to the Grange and be limited to 250-300 words. When submitting future events, please allow lead adequate lead time and include all the details such as date, time, Grange (and location) and a contact for more information.

*Adopted by the Executive Committee, February 2, 2014*