

# MENTORS

THE OFFICIAL PUBLICATION OF THE USJCI SENATE FOUNDATION & THE USJCI SENATE

TO: NATIONAL OFFICERS, NATIONAL VICE PRESIDENTS, STATE PRESIDENTS,  
APPOINTEES AND TRUSTEES

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With about 10% of our membership attending any of the Senate National meetings we need another way to communicate our goings on to the remaining 90%. This is achieved by sending out the *Mentors* magazine in paper and electronic form. Any one reading this can send in articles and/or pictures as you are the reporters for this magazine to communicate to upcoming events of each state and USJCI Senate. I will do my best as editor to help produce a quality publication but it depends on all of you to submit the information to make each issue a success.

INFORMATION YOU NEED TO DO YOUR JOB:

DEADLINES:

AUGUST - FALL ISSUE – June 28, 2017

DECEMBER - MID YEAR ISSUE – **October 15, 2017** (Christmas wishes and ads)

MAY - YEAR END ISSUE – **March 20, 2018**

GOAL: ARTICLE FROM EVERY ELECTED OFFICER AND EVERY STATE. Please include my address on any mailing list for any state or regional publication. The more articles and pictures the better is each issue.

SUBMISSION: PLEASE SEND YOUR TO ME VIA EMAIL (Contact me if this is a problem). Please name your article file as follows: **YOUR TITLE \_YOUR AREA\_ISSUE\_YEAR (EX. PRESIDENT\_FL\_AUGUST\_2015)**. Best email practice is to create your article in a word processing document, **DO NOT SEND IN PDF**, copy and paste it into the body of the email and send it on its way.

Second choice is to attach it to the email however if you use an unusual word processing program this can create problems in opening the document on my end. Please create your article in a font that is easy to read (Times New Roman is my preference), use a minimum of a 12-point font. Bold, italics, and over capitalization will not make your article more interesting just busy looking. If you need to correct your article please send entire article with the changes in **bold** and title it--revised article. I will acknowledge receipt an auto-reply. If there are any issues I will send a new email.

INFO NEEDED: Remember you are writing your article well in advance of the time it will be read. The goal is always for the magazine to arrive in homes the first week of the issue month. Include upcoming events only if they will be **TIMELY** when the magazine comes in the mail. Always include Senators by name and number when possible. Everyone likes to see their name in print. Avoid a travel log of where you have been or are going. Thank hosts via email or a thank you note rather than in your article. Your article should be limited to one computer generated, 12 pt font page. However making what you have to say interesting in much more important than its length.

PICTURES: PLEASE SEND ME PICTURES THAT SHOW YOUR MEMBERS. The best quality pictures comes from a digital emailed file or other electronic transmission. I like to identify people in the pictures, please send names. **I cannot use pictures that are posted on Facebook, Instagram, Twitter or other website** that decreases the resolution of the picture. Our printer requires high-resolution pictures in order to provide the quality publication we want. Please include contact info with your submission.

Please **do not use** this email address for anything other than Senate related emails. Thank you.

THANK YOU FOR MAKING YOUR COMMITMENT TO THE USJCI SENATE THIS YEAR.  
BEST OF LUCK! PLEASE LET ME KNOW WHAT I CAN DO TO HELP US ALL SUCCEED  
I WILL BE GLAD TO ACCEPT ARTICLES OR PICTURES EARLY.