

## CHAPTER NEWSLETTER GRANT POLICY

Many Chapters choose to produce newsletters, the purpose of which is to keep members informed about activities within their chapter. EAC recognizes the value of producing a Chapter newsletter, and provides a grant of \$35.00/year to Chapters publishing newsletters and requesting the grant.

To be eligible to receive the grant, Chapters must follow the following guidelines\*:

Distribution via e-mail:

- E-mail each newsletter at the time of publication to
  - 1.) the Regional Director – [atlantic@eac.ca](mailto:atlantic@eac.ca) or [prairie@eac.ca](mailto:prairie@eac.ca)
  - 2.) the EAC President – [president@eac.ca](mailto:president@eac.ca)

The newsletter will then be distributed by the Regional Director to

- 1.) all other Chapters in their Region
- 2.) the other Regional Director who will then share with Chapters in their Region
- 3.) all Directors of EAC and the Board appointees

Distribution via postal service:

- Mail each newsletter at the time of publication to
  - 1.) the EAC President
  - 2.) the Communications Director
  - 3.) the Regional Director
  - 4.) EAC Archives

To be eligible for the \$35.00 grant, a Chapter shall:

- Produce a minimum of three newsletters during the year
- Distribute the newsletter as laid out above
- Submit the Chapter *Newsletter Grant Form*\*\* by June 30 of the current year to the EAC President.

In the interests of sharing information, EAC encourages all Chapter Presidents or Newsletter Editors to forward each newsletter received by e-mail to Chapter members and to print one hard copy for storage in a binder in the Chapter's library.

*\*Please pick one mode of distribution – either e-mail or postal service.*

*\*\*The Chapter Newsletter Grant Form can be found at [www.eac.ca](http://www.eac.ca) under Forms.*