



THE MARYLAND CLUBWOMAN

Published by The GFWC Maryland Federation of Women's Clubs, Inc.

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REPORTING ORDER FOR DISTRICTS 2016-2018

NUMBER	PUBLICATION DATE	DISTRICTS REPORTING	SUBMISSION DEADLINE
Vol. 90, No. 1	Fall 2016	Montgomery County	7/1/16
Vol. 90, No. 2	Winter 2016	Western & Southern	10/5/16
Vol. 90, No. 3	Spring 2017	Eastern Shore & Baltimore	1/5/17
Vol. 91, No. 1	Fall 2017	Western & Southern	7/1/17
Vol. 91, No. 2	Winter 2017	Eastern Shore & Baltimore	10/5/17
Vol. 91, No. 3	Spring 2018	Montgomery County	1/5/18
FYI—Vol. 92, No. 1	Fall 2018	Eastern Shore & Baltimore	7/1/18

GUIDELINES FOR SUBMISSIONS

NEW ARTICLES OR REPORTS:

ALL TEXT must be supplied TYPED. Articles may be submitted via e-mail (preferred), but may also be mailed or faxed. E-mailed articles MUST be submitted as Microsoft Word documents (.doc) or as Text Only files (.txt). Word Perfect and Publisher files are NOT ACCEPTED. If you are unsure, please “copy” your text and “paste” it directly into your e-mail.

REVISED ARTICLES:

If an article printed in any previous issue requires only minor revisions (dates, names, etc.), please photocopy the article and mark revisions on the copy.

PHOTOGRAPHS:

Digital— Please submit your Digital File. Either “attach” the image file to an e-mail, or supply on disk (.jpg or .tif formats). The “resolution” MUST be at least 200 dpi at the final size it will be printed. **DO NOT supply photographs printed from a Digital Photo file (they do not scan well).**

Film— Please submit “glossy” photo prints if possible. Both Color and Black & White are acceptable. Please DO NOT “crop” or cut your photographic prints (tell us what to delete). Please DO NOT attach your prints to paper with scotch tape or glue (this makes scanning difficult). **DO NOT supply photographs printed from a Digital Photo file.**

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*The artwork for **The Maryland Clubwoman** magazine is produced on a Macintosh computer (standard for the graphics industry). If Electronic Submissions of materials do not follow the guidelines, the Staff can NOT guarantee their accuracy.*



The GFWC Maryland Federation of Women's Clubs, Inc.

"The Maryland Clubwoman" Magazine

Jo Miller, Editor & Debbie Spinnenweber, Associate Editor

Fall 2016 Issue

Deadline: July 1, 2016

"The Maryland Clubwoman" has a 28-page limit. Every effort will be made to include all info submitted. The staff reserves the right to edit any submission due to space, timeliness, or clarity.

Information Required for this Issue

- Letter from GFWC International President + Photo
- Letter from GFWC Director of Junior Clubs + Photo
- Letter from State President (need signature) + Photo
- Letter from State Junior Director (need signature) + Photo
- Brief Bios for State President & Jr. Director + Photo (together)
- Brief Bios for ALL State Officers + Photos
- Group Photo of New Officers
- State Convention Report + Photos
- Junior Day Report + Photos
- Out. Md. Clubwoman Award Winner's Nomination + Photo
- State Sept. Board Meeting Announcement + Speaker Bio/Photo
- Junior Fall Conference Announcement
- Donations Reminder
- State Website Form
- Southeastern Region Meeting Invitation
- GFWC Convention Report + Photos
- Brief Bio for Montgomery Co. District President + Photo
- Montgomery County District Report + Photos
- Clubwoman Connection (calendar)

Responsible for Submission

State President
 State Jr. Director
 State President
 State Jr. Director
 State Pres. & JD
 Each State Officer
 MCW Staff
 (Appointed by State Pres.)
 (Appointed by State JD)
 Project Chairman
 State President-Elect
 State Jr. Director
 State Treasurer
 Project Chairman
 State President
 (Appointed by State Pres.)
 District President
 District Editor/Clubs
 Clubs

May be Submitted for Any Issue

- Epsilon Sigma Omicron
- Fundraising
- GFWC Signature Project: Domestic Violence
- GFWC Juniors' Special Project: Advocates for Children
- GFWC-MD President's Special Project
- Leadership
- Membership
- Parliamentary Procedure
- Tree-Mendous Maryland

Responsible for Submission

Project Chairman
 Project Chairman
 Project Chairman
 Project Chairman
 Project Chairman
 Project Chairman
 Project Chairman
 State Parliamentarian
 Project Chairman



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Information Required for this Issue

- Letter from State President
- Letter from State Junior Director
- Junior Fall Conference Report
- GFWC Southeastern Region Meeting Report + Photos
- Junior Mid-Winter Rally Announcement
- State Feb. Board Meeting Announcement + Speaker Bio/Photo
- GFWC Programs/Projects for 2016-2018 (100-200 words max.)
- Club Categories for Awards
- Guidelines for Club Reporting
- Official Club Reporting Form
- GFWC Contest Deadlines
- State Contest Deadlines
- GFWC LEADS Application Form
- Rules for Outstanding Maryland Clubwoman Award
- State Art & Photography Contests Rules
- State Youth Art Contest Rules
- Club Newsletter Contest Rules
- GFWC Website Contest Rules
- GFWC Publicity Book Contest Rules
- Deadlines for Submitting Resolutions & Bylaws Amendments
- Bettie M. Sipple Donation Request
- Brief Bio for Western District President + Photo
- Western District Report + Photos
- Brief Bio for Southern District President + Photo
- Southern District Report + Photos
- Call to Convention Announcement
- Clubwoman Connection (calendar)

Responsible for Submission

State President
 State Jr. Director
 (Appointed by State JD)
 (Appointed by State Pres.)
 State Jr. Director
 State President-Elect
 State Vice-Pres./Chairmen
 State Vice-President
 State Vice-President
 State Vice-President
 State Vice-President
 State Vice-President
 Project Chairman
 Project Chairman
 Both Project Chairmen
 Project Chairman
 MCW Staff
 Project Chairman
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- Letter from State Junior Director
- Convention Highlights + Reception Invitations
- Convention Speakers/Entertainment Bios/Photos
- Federation Fun Night Invitation
- Convention Map/Directions
- Junior Mid-Winter Rally Report
- Convention Registration & Credentials Info
- Official Call to Convention "Pull-Out Section"
(update all pages per previous issues)
- GFWC International Convention (info per previous issues)
- Brief Bio for Eastern Shore District President + Photo
- Eastern Shore District Report + Photos
- Brief Bio for Baltimore District President + Photo
- Baltimore District Report + Photos
- Directory Update Form
- Clubwoman Connection (calendar)

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- Junior Fall Conference Announcement
- Donations Reminder
- State Website Form
- Endorsements for State Officers Announcement
- Southeastern Region Meeting Invitation
- GFWC Convention Report + Photos
- Western District Report + Photos
- Southern District Report + Photos
- Clubwoman Connection (calendar)

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- Convention Registration & Credentials Info
- Report of the Nominating Committee
- Official Call to Convention "Pull-Out Section"
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