

## **ELIOT INSTITUTE NEWSLETTER EDITOR**

**SELECTION:** The Newsletter Editor is selected, appointed by, and responsible to the Dean.

**QUALIFICATIONS:** Should be an experienced Eliot camper with excellent writing skills. Experience in newsletter writing, layout, and desktop publishing is preferred. The Newsletter Editor is expected to bring his/her own computer to use in the production process.

**GENERAL RESPONSIBILITIES:** Newsletters at Eliot conferences are a very important part of managing a smooth-running camp. While their major role is to keep campers informed, they also add greatly to the feeling of community and serve to promote the various activities of the week. Eliot campers appreciate a high quality newsletter that is stimulating, accurate, up-to-date, informative, and entertaining. The Newsletter Editor is responsible for writing, laying out, and photocopying a camp newsletter each day of the conference, including registration day (seven newsletters) Normally, the newsletter will highlight the activities for the next 24 hours (from one evening meal to the next).

### **SPECIFIC RESPONSIBILITIES AND RECOMMENDATIONS:**

- ☞ Prior to the conference review the format and content of previous Eliot newsletters. Consider integrating the “theme for the week” into the newsletter format and title. Also consult with the Dean to determine budget limitations.
- ☞ Prepare the first edition of the newsletter prior to arriving at camp for distribution to campers as they arrive. Normally, this first edition covers orientation meetings, preview of the first 24 hours’ activities, camp rules -- especially waterfront and first-aid regulations, facility information and rules, solicitation for volunteers, listing of conference staff, speaker’s background, and other general plans for the week.
- ☞ Arrange for appropriate equipment and supplies to be on hand at camp - computer, printer, notepad, pens, drop box for articles by campers, and paper for printing originals. Copies will be duplicated by the facility using their paper.
- ☞ Establish a deadline for daily submission of material by campers (usually 1:30 p.m.) and encourage campers to contribute news items, notices, artwork, humor, etc. Place a box in a well publicized public location for the convenience of contributors. Suggestion: establish a policy that all contributions must be signed, although the contributor’s name may or may not be printed, as appropriate. [If an article appears to be “questionable” or “controversial”, please check with the Dean before using it. The Dean has the authority to review items that have been submitted.]
- ☞ It has been the custom for the Editor to work on the newsletter in the afternoon and distribute it just prior to dinner.
- ☞ It is essential that the Editor attend each daily staff meeting called by the Dean (usually 1:00 to 1:30 p.m.) where the latest and upcoming events are reviewed, proposed, modified and

scheduled. Ensure that newsletters are handed to campers each evening as they enter the dining hall for the evening meal.

- ☞ Circulate throughout the camp to be proactively aware of items of interest, and actively solicit notices, items, and reviews that will stimulate campers' awareness and interest.
- ☞ Provide the Dean, at the end of the Conference, with a brief written report including "what worked" and recommendations for future editors.

(Revised 2003)

## **NEWSLETTER EDITOR** **TIME LINE**

### **BEFORE CAMP**

- ☞ IF you are not registered for camp, do so immediately. The Registrar will send you a contract and Code of Ethics which need to be signed and returned.
- ☞ Review the format and content of previous Eliot newsletters. Consider integrating the “theme for the week” into the newsletter format and title. Also consult with the Dean to determine budget limitations.
- ☞ In consultation with the Dean and Volunteer Coordinator (Naramata) or Volunteer and Operations Coordinator (Seabeck), prepare the first edition of the newsletter prior to arriving at camp for distribution to campers as they arrive. Normally, this first edition covers orientation meetings, preview of the first 24 hours’ activities, camp rules -- especially waterfront and first-aid regulations, facility information and rules, solicitation for volunteers, listing of conference staff, speaker’s background, and other general plans for the week.
- ☞ Bring to camp: computer, printer, notepad, pens, drop box for articles by campers, and paper for printing originals. Copies will be duplicated by the facility using their paper.

### **FIRST DAY OF CAMP**

- ☞ Establish a deadline for daily submission of material by campers (usually 1:30 p.m.) and encourage campers to contribute news items, notices, artwork, humor, etc. Place a box in a well publicized public location for the convenience of contributors. Suggestion: establish a policy that all contributions must be signed, although the contributor’s name may or may not be printed, as appropriate. [If an article appears to be “questionable” or “controversial”, please check with the Dean before using it. The Dean has the authority to review items that have been submitted.]

### **DURING CAMP**

- ☞ It is essential that the Editor attend each daily staff meeting called by the Dean (usually 1:00 to 1:30 p.m.) where the latest and upcoming events are reviewed, proposed, modified and scheduled. Ensure that newsletters are handed to campers each evening as they enter the dining hall for the evening meal.
- ☞ Each afternoon prepare a newsletter to be distributed just prior to dinner.
- ☞ Circulate throughout the camp to be pro-actively aware of items of interest, and actively solicit notices, items, and reviews that will stimulate campers’ awareness and interest.
- ☞ Keep 4-6 copies of each newsletter in a folder to be given to the Registrar or Recording Secretary (if s/he is at camp) on the last day. These are vital documents for the Eliot Archives and as samples for future Newsletter Editors.

### **LAST DAY OF CAMP**

☞ Give folder of copies to Registrar or Recording Secretary

**AFTER CAMP**

☞ Provide the Dean, within two weeks of the Conference, with a brief written report including “what worked” and recommendations for future editors.

(Drafted November 2003)