

## Lower Similkameen Indian Band

### Newsletter Policy

**Purpose:** To provide direction for the LSIB Administration regarding the content of our newsletter.

**Objective:** To set out criteria and guidelines for LSIB Administration staff on the newsletter submissions.

**Procedure:**

Newsletter submissions will be as follows:

1. Each Department will have a submission of a maximum of 1 page.
2. Membership submissions will consist of ½ page events within the community.
3. There is to be no advertising for personal businesses.
4. Submissions will be drafted to be respectful and accurate and will not publicly criticize or slander Chief and Council, staff or its affiliates.
5. External sources (i.e. O.N.A., other bands and organizations) is to be a maximum of ¼ page.
6. Events are to be listed under the event sections with contact information, posters will not be included.
7. Job postings will contain the title of job, email to apply, and closing date. Not the full posting.
8. Newsletter to be reviewed and signed off on by Band Manager prior to printing.
9. Exceptions to space limitations may be approved by the Band Manager.

Policy Drafted: June 29, 2011

Trudy Peterson, Acting Band Manager

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Date

Prepared By

Approved by Motion: July 18<sup>th</sup>, 2011

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