PEACH Newsletter Editor Job Description

Specific duties as stated in Section 5 of Article VI:

A. Shall produce a monthly newsletter beginning in August and ending in June.

B. Shall ensure that each newsletter reflects the stated purpose of PEACH.

C. Shall submit to the Board any information of a controversial nature prior to publication.

D. Shall maintain the formal record of PEACH newsletters for the organization. The newsletters shall be retained for five years. (These are stored in PEACH's Shared Files Area)

PEACH Newsletter Policy

The primary purpose of the PEACH Newsletter is to inform members of activities planned by and for members, and to encourage members to persevere in their homeschooling journey.

The secondary purpose is to disseminate information relating to homeschooling or of interest to homeschooling families, as long as the information does not directly conflict with homeschooling.

In order to fulfill the stated purposes, the newsletter is generally divided into several sections, they are as follows:

- **PEACH Sponsored Activities** – any activity by and for PEACH members, this includes field trips, Mom's Night Out, Teen Activities, Bit from the Board, etc.

- **Classified** – For sale ads from PEACH members only. If needed/wanted a member can place an ad. It can run for several months at the request of the member.

- **Other Homeschooling Items** – Activities/happenings open to homeschoolers only. Information regarding on-going events (such as co-ops, music classes, etc.) can run for a couple of months, or as needed. The publication date will be determined by the date of the activity/event.

- **Other Items of Interest** – Activities/happenings with a homeschooling focus, but non-homeschoolers can participate. The publication date will be determined by the date of the activity/event.

All submissions must be from an adult with the adult as the contact/RSVP person.

General Information

Homespun News is the name of the PEACH newsletter, is informational in format, and available to only PEACH members. To be covered by PEACH's insurance, any activity must be advertised in the newsletter.

The editor shall send the first newsletter of the year the last week in August. The last newsletter is sent by the end of May (the summer issue). The month of May is a transition month for new Board members, so if a new editor is coming in, then the outgoing editor can train them during May.

Homespun News is published 9 times each year (Sept, Oct, Nov, Dec/Jan, Feb, Mar, Apr, May and June/Summer) and is sent by scheduled email to members by mid-week of the last week of the month prior to publication month, to go out the first day of the next month.

The editor shall use the newsletter@peachva.org email for sending out the monthly newsletter to members and any other newsletter related business (check daily).

All newsletters are kept on the PEACH Shared File Area (the current location at the time) Newsletter Archives folder.

Submissions to the Newsletter

All submissions must adhere to the Newsletter Policy.

A newsletter deadline reminder email is sent to the PEACH Coordinators and Board members the 2nd Thursday of the month (August – May). Coordinators include (but are not limited to) Field Trip, Teen Events, Moms'Night Out, Recess, Valentine's Party, Graduation committee chair.

The newsletter submission deadline is **Noon of the third Thursday of the month** (August – May). Items will be reviewed at the monthly board meeting.

All non-PEACH items must be approved by the Board at their monthly meeting.

Articles and opinions expressed do not necessarily reflect the views of PEACH or its members.

Items may be submitted to newsletter@peachva.org . *No phoned-in submissions are accepted.*

All items must be re-submitted monthly unless previous arrangements have been made with the Editor. Any attachments should be in .doc, .txt, .pdf, .rtf or .odt format.

Submissions made to newsletter@peachva.org, should receive a reply from the editor that the submission was received. If the submission is from outside of PEACH, also include that the submission will be held for approval from the PEACH board and give the date of the board meeting. If submissions do not adhere to the Newsletter Policy, kindly send it back to the person for editing while reminding them of the policy.

Submissions should not cross political or denominational/church lines.

Only PEACH members can post items for sale in the Classifieds section.

Newsletter Items

Monthly: Bit from the Board/Board News, Member/Support Group Meetings, Field Trips, Recess, Teen News, Calendar, Reminders & Resources, and as needed: Graduation Committee/News.

September: Graduation committee (dates of meetings, fee deadline), coordinator positions still needed.

October: Graduation committee (dates of meetings, fee deadline)

November: Notice that next issue will cover December and January, Inclement Weather policy

December/January: Inclement Weather policy

February: Valentine's Day party, Nominating committee and procedure/offices of the Board, Inclement Weather policy.

March: Nomination information again, business meeting in April, Inclement Weather policy.

April: Coordinator positions needed for next year, business meeting information (by-law), names of Board nominees, biographies of those graduating with PEACH in June (if there are a lot of graduates (over 10), otherwise wait until May), Used Curriculum sale.

May: Introduce new board, summary of business meeting (end of the year reports from president and treasurer), graduation information (date/time), biographies of those graduating at PEACH graduation ceremony in June, membership renewal information/form, thanks to outgoing board members and coordinators, Coordinator positions needed for next year, notice that next issue will cover June/July/August

June/July/August summer: Graduation time and place, any other PEACH graduate biographies who are not part of ceremony, deadline for September issue, membership deadline/renewal reminder, Coordinator positions needed for next year.

Layout of Newsletter

PEACH items are the priority, Non-PEACH items are "extra" and there may not be room for them in each issue. Within the PEACH items, priority is given to Support Group meeting and Bit from the Board/Board News.

Each issue needs to have the cover (first or last) page which includes the following: Statement of Purpose, Newsletter Submission information, list of PEACH Board Officers and email

addresses, the Liability Statement; links to calendar of PEACH events, and mailing address information.

Currently, the newsletter distributed electronically with a two-column format for all of the pages. However, the newsletter editor does not need to follow previous newsletter designs.

Graphics used in the newsletter must be "free" to distribute *without payment, royalty, copyright*. In other words, do not use copyrighted graphics, clip art, photos or logos without written permission. Graphics or pictures can be used, only if attribution is not required, or if appropriate and correct attribution is included with the image in the newsletter. There is a folder on the PEACH Share Drive newsletter archive folder. Sites such as pexels.com or pixabay.com have photos and illustrations where attribution is not required, but check each photo to make sure.

Newsletter Email Site and Sending It via Email to Members

The editor shall use the newsletter@peachva.org email account or the online membership management system to send out the monthly newsletter to members and any other newsletter related business.

If sending the newsletter via email, from the newsletter@peachva.org, compose an email with a message (see example below). In order to protect email addresses, send to each distribution list **Blind Carbon Copy (BCC:)** with the newsletter as a PDF attachment, and subject line indicating it's the PEACH newsletter. For the *To:* part, just send it to newsletter@peachva.org.

> Greetings PEACH Families,
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> Please find attached the **February 2018** issue of the PEACH newsletter, *Homespun News* in pdf format. *Homespun News* is published 9 times each year (Sept, Oct, Nov, Dec/Jan, Feb, Mar, Apr, May and June/Summer) and is normally emailed by early to mid-week of the last week of the month prior to publication month.
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> Submissions for the March newsletter are due Thursday, Feb. 19 by Noon.

The PEACH Tech Coordinator (Webmaster) can help with any problems.

Updated June 2026