**Helping Hands Articles Guidelines -**

**Committee Members:**

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**Guidelines:**

* **Due Date:** Helping Hands articles are due NO LATER than the Thursday BEFORE the following Wednesday when the article is scheduled to appear in the Centre Daily Times:
	+ ***Example:*** Article will appear in the CDT on January 12th, 2023 must be submitted by Thursday, January 5th, 2023.
	+ These articles can be submitted to the Helping Hands committee member who has connected with you providing forms, guidelines and support.
* **Maximum Word Count:** 450
* **Photos:** If you would like to submit a photo to accompany your article, it needs to be in .jpeg format.
* **Citations:** If citing information/statistics, provide source (part of 450 word limit)
* **Solicitation:** Not permitted
* **Submission limit:** Members can submit a maximum of 1 article per quarter.
* **Reserve articles:** We encourage members to submit Helping Hands articles at any time to be placed on reserve. These articles will be submitted to the CDT (with permission from the member) if there is difficulty obtaining an article for that week (i.e. the volunteering member/agency is non-responsive, member is sick, etc.).
* **Editing:** Helping Hands committee members are not permitted to edit submitted articles; however, they are encouraged to offer assistance as appropriate.
* **Examples:** Example articles available upon request.