

## RCA Communications Committee Heron Newsletter Policies

**Management Office Contact:** [activities-coordinator@comcast.net](mailto:activities-coordinator@comcast.net)

The Communications Committee has final decision making authority regarding articles selected for publication in the Heron. Submissions will be considered for publication based on criteria including appropriateness, timeliness and community-wide interest. The Editorial Board reserves the right to edit any and all materials submitted for publication to ensure professional quality of grammar and content.

- The tone of all articles submitted for publication in the Heron should be polite, respectful and represent the positive nature of the Riverwood community.
- All articles will be signed by the author or identified as submitted by a committee ( eg. Modification) or governance body (eg. RNC, RCDD, RCA).
- No articles will be published in the Heron anonymously.
- Appropriate content for publication in the Heron includes (but is not limited to):
  - Business /Governance of the Community (eg. minutes, meeting notices)
  - Committee Reports
  - Fund-Raisers
  - Activity Center Events and Activities
  - Golf Course Activities and Reports
- The Heron Editorial Board has final decision-making authority regarding acceptance of advertising in the Riverwood Heron. As part of the contract for advertising in the on-line version of the Heron, permission will be granted to advertisers to include a link to their web site within their advertisement. The contract will prohibit advertisers from linking back to the Riverwood web site.

All articles submitted for publication in the Heron must be provided to the Activity Center Director by the 15th of each month proceeding the month of publication. If articles are submitted after the 15th of the month, they will be held for publication the following month.