

## **Guidelines for Keystone Kapers**



KEYSTONE KAPERS is to celebrate the great work being done by the state and local societies across Pennsylvania to promote love of the United States of America and its heritage among young people. The newsletter is an opportunity to share information on the work of our local societies and promote relevant information about national and state projects. KEYSTONE KAPERS's newsletter is published four times a year delivered via email and stored on our website.

Guidelines for submitting articles:

1. Articles should be no longer than 300 words.
2. Society articles should include pictures of members in action.
3. Kudo's articles on members should be extraordinary achievements by our members in their community, schools or volunteer service outside the role they serve. Attending or participating a state, regional, or national event is not extraordinary. Though you may be asked by the State President to write an article about the event on behalf of all the members in attendance.
4. Articles should be inclusive of multiple members.
5. Chairman articles should include the "contest" theme determined by the national society packet.
6. Colorful photos or images make the article more eye-catching. Be aware that the newsletter will be published on our website and shared through our mailing lists. Please ensure permissions for photos have been cleared and that you own or have cleared the copyright for any images.
7. Puzzles are fun for our members.
8. The readership of KEYSTONE KAPERS's newsletter is mainly **children** and parents. Please bear this in mind and ensure articles are well-written, well-structured, and have an appropriate tone and vocabulary for our younger members. Content should be relevant to the objects of C.A.R.
  - A. To acquire knowledge of American History
  - B. To preserve and restore places of Historical importance associated with men and women who forwarded American Independence.
  - C. To ascertain the deeds and honor the memories of the men, women and children who rendered service to the cause of the American Revolution.
  - D. To promote the celebration of patriotic anniversaries.
  - E. To honor and cherish the Flag of the United States of America above every other flag.
  - F. To love, uphold and extend the principles of American liberty and patriotism.
9. Articles should be submitted electronically, by the stated deadlines for submission, to [pacarkapers@gmail.com](mailto:pacarkapers@gmail.com)
  - A. May 15
  - B. August 15
  - C. November 15
  - D. February 15
10. The Kapers includes the follow per issue
  - A. All issues**
    1. President's Message with photo
      - a. Message should acknowledge the work of the societies
      - b. Message should acknowledge and thank work done to promote the project, lead events, and support the state by members and seniors.
      - c. Message should include key dates of upcoming events

- d. Message should include state project theme
  - e. Message should acknowledge winners of members to national office or serving as a national chairman
2. Senior President's Message with photo
  3. 1st Vice President's message: State Project with photo
  4. 2nd Vice President's message: National Project with photo
  5. State Project information with logo and sales items
  6. Membership Chairman article with photo
  7. New Members
  8. National Donation pins
  9. National Website and State Website information
  10. As there are 4 issues: Other than President, 1st, and 2nd VP, there should be 2 articles for each issue from an officer (2 different each issue with their picture)-You can use the articles about State Conference, National Convention, Eastern Regional and Workshop for the officer articles). Officer should include their picture with the article
  11. As there are 4 issues: 4-5 different chairman should submit articles about their Chairmanship (exception is membership as they submit an article for every issue). Chairman should include their picture with the article.
  12. Local Societies submissions of the society in the community (see article guidelines above).

**B. Summer Issue (all issue items above and the following) Due May 15<sup>th</sup>**

1. National Convention article (written by member in attendance) with pictures
2. State Conference article (written by member in attendance) with pictures
3. Eastern Regional Invitation (to include dress code guidelines and release form)
4. Summer Workshop Invitation (to include release form)
5. State Contest Winners (awarded at State Conference)
6. National Contest Winners (awarded at State Conference)
7. Constitution Ball Invitation

**C. Fall Issue (all issue items above and the following) Due August 15<sup>th</sup>**

1. Eastern Regional article (written by member in attendance) with pictures
2. Workshop article (written by member in attendance) with pictures
3. State Contest Packet
4. Officer Candidate Application form

**D. Winter Issue (all issue items above and the following) Due November 15<sup>th</sup>**

1. Officer Candidate Application form
2. State Conference Invitation (to include dress code guidelines and release form)

**E. Spring Issue (all issue items above and the following) Due February 15<sup>th</sup>**

1. State Conference Invitation-Reminder if needed
  - a. Tombola (Curator) Advertisement
  - b. Bag it for Books (Librarian) Advertisement
2. National Convention-SAVE the DATE
3. Call for Pages, Aides, Flag Bearers

Please note: we may not always be able to include all articles and some editing may be required. The editor reserves the right to edit or discount any articles.