



Agency in the Spotlight

ICSEW InterAct Newsletter Article Guidelines

Thank you for helping the *ICSEW InterAct Newsletter* by providing a short article spotlighting your agency! Below you will find some guidelines to help you through this process. If you are unclear with any of these instructions or require assistance, feel free to contact the [Communications Subcommittee](#).

Step 1: Identify the Writer

You are welcome to write the article yourself and/or enlist someone else in your agency to help. If you would prefer to be interviewed by a writer, contact [Tammy Risner](#) to make arrangements.

Step 2: Determine Your Subject

Use the following questions to help brainstorm ideas on the content for your article, then pick what you think would most valuable and interesting to share.

1. What is the main business of your agency?
2. What makes your agency a great place to work? Why are you proud to be an employee there?
3. What does your agency do well to support state-employed women? Are there any special services your agency offers? Would this article be a good/appropriate place to promote them?
4. What special projects or initiatives is your agency working on or has completed that will help improve conditions for state-employed women, agency staff, and/or for Washington State residents?
5. What activities or services does your agency focus on during the issue time period you will be contributing to the *ICSEW InterAct Newsletter*? Are there any timely messages that should be communicated?

Step 3: Submit Your Article Draft and Photograph

Email article drafts and a supporting image to [Tammy Risner](#) according to this schedule:

ICSEW General Membership/Transition Meetings	Issue	Article/Picture Submission Deadline	Article Edits Finalized and Sent to Publisher	Newsletter Draft Completed and Sent to Executive Board	Executive Board Edits Due	Newsletter Finalized and Published Online
September 15, 2009	Fall	September 30	October 12	October 16	October 28	November 4
November 10, 2009	Winter	January 5	January 14	January 20	February 1	February 8
March 09, 2010	Spring	March 31	April 9	April 15	April 27	April 30
N/A	Legislative	May 10	May 20	May 26	June 7	June 11
July 13, 2010	Summer	July 30	August 12	August 18	August 27	Sept. 3

*If you cannot submit your article by the submission deadline, please send it in any way! We may be able to use it for a future newsletter.

Many thanks for your contribution to this feature!