

Guidelines for *ALERT* article/press release submissions

- Deadline for submissions is the 5th of every month.
- We are looking for submissions that fall within the following categories, but understand we prioritize articles that focus on the military community. Other submissions regarding awards, milestones, or other good news are also welcome:
 - Military Associated (anything supporting our military community)
 - Community (anything supporting your community)
 - Giving Back (anything your CU sponsors, donates or volunteers)
 - Credit Union People in the News (new hires, promotions, recognition)
 - Credit Unions in the News (recognition, awards, etc.)
- We share your success throughout multiple media avenues.
 - Alert Newsletter
 - Website Newsfeed
 - Social media (Facebook, Twitter & LinkedIn)
- Preferred format for articles is a word document with photos submitted as a separate jpg.
- Photos should be high-resolution in order to be included in our print publication. Photos are included as space and layout permit.
- DCUC will include at least one article submission per active credit union member as long as it meets the submission criteria and deadline.
- Unused articles may be held over from one month to the next, but this does not guarantee inclusion.
- The *ALERT* does not publish in August.

Please email all submissions to Brittany Boccher, Special Projects Coordinator and Managing Editor of the *ALERT*, at alert@dcuc.org.

These guidelines are subject to change.