



# NH Pyramid Model Collaborative E-News Submission Guide

The NH Pyramid Model Collaborative E-News was created to:

- Circulate information about various Pyramid Model efforts happening throughout the State.

To have something submitted in the E-News, please review the below information.

**Submission criteria:**

- Have material submitted to [nhpyramidmodel@snhs.org](mailto:nhpyramidmodel@snhs.org) by end of the **business day on the first Wednesday of each month**
- Material must be proof read without grammar or spelling errors
- Materials should be formatted; so that, it only needs to be cut and pasted into outgoing emails
- Materials must be sent over in a **Word Document only**
- If an entity wishes to have their logo included with their materials, a jpg jpeg, or png file of the logo must also be sent
- If you are including photos with your submission, **please include a photo release** (if needed, we can provide a photo release form)
- Please keep submissions to a **maximum of 200 words** (You are welcome to provide a link to your website, Facebook page, etc. to add more information on your resource).
- Professional Development opportunities might include the following:
  - Training title
  - Training description
  - Trainer name and credentials
  - Total number of professional development hours being provided
  - Name of organization providing training
  - Registration and contact information
  - Cost, if applicable
  - Date and time
  - Location, including zip code
  - Funding disclaimer, if applicable
- **Please note, we may need to format your information to fit the E-News**

If your submission is going to be in an upcoming E-News, we will contact you to let you know which edition. Material that has been approved will be in one E-News edition. To have material included in multiple editions would require a new submission.

To sign up to receive the NH Pyramid Model Collaborative E-News, please click on this link:

[https://lp.constantcontactpages.com/su/hPXeQ8h?fbclid=IwAR2Yd-OrH-EUqU67ZT0nmtVbu7DxIDZ627ZeQSLCIRadotd7G\\_-GmQxw8JQ](https://lp.constantcontactpages.com/su/hPXeQ8h?fbclid=IwAR2Yd-OrH-EUqU67ZT0nmtVbu7DxIDZ627ZeQSLCIRadotd7G_-GmQxw8JQ)

If you have any questions about submission material, please email [nhpyramidmodel@snhs.org](mailto:nhpyramidmodel@snhs.org)

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