

# NEWSLETTER ARTICLE SUBMISSION GUIDELINES



In Florida, we are transforming lives.

We are advocates for Career, Technical and Adult Education – and with Get There, we are accelerating student success by moving them towards their future to ensure a talented workforce, fast. Through your collaborative efforts, hard work and continued commitments, our students continue to reimagine their futures through the transformative power of Career, Technical and Adult Education.

To further inspire and celebrate, we would like to feature you, your programs and most of all your students in our newsletter. In each newsletter issue, we will publish user-submitted articles. After all, Get There is a state supported, and locally driven initiative dedicated to you and your students.

## Suggested Topic Areas

- **Student Success Story**  
Share student highlights or success stories. Some examples include recent scholarships, CTSO Leadership/Nationals, awards and more.
- **Teacher Success Story**  
Share teacher highlights or success stories. Some examples include recent awards, community involvement, professional teacher groups and more.
- **Program Success**  
Share overall program success focused on any of our 17 career pathways.
- **"Teamwork makes the CTE Dream Work"**  
Share stories of community involvement/industry partners and service learning within schools, programs and districts.
- **Grant Highlights**  
Share stories on how your grant award benefits your students, teachers, business & industries and the overall community. Some these grants include the Pathways to Career Opportunities Grant, Entrepreneurship Education and Training Grant, Perkins, Apprenticeship State Expansion Grants and more.

## Submission Guidelines

- Articles should be approximately 300-500 words.
- Please include the following:
  - » Title for your article;
  - » First name and last name;
  - » School/organization;

- » Email address;
- » Phone number;
- » Mailing address;
- » Social media accounts you'd like mentioned;
- » Related pictures and video links are highly encouraged;
  - We highly encourage pictures that represent our diverse student populations, and depict a genuine variety of ethnicities, abilities and needs in your educational environments.
  - 1 Sentence caption of each image.
    - » Please include signed photo release form for reproduction.
    - » Please attach images to the same e-mail as your article submission.
- » Article text.
  - Articles should be sent as an attachment, in either Word (.doc or .docx), plaintext (.txt, use Unicode encoding), or richtext (.rtf) format. Please do not send in .pdf format.
- » Please note, aside from your name all other information will not be shared in the newsletters.
- To submit, e-mail your article to [Sarah.Harmon@fldoe.org](mailto:Sarah.Harmon@fldoe.org) and [Samantha.Dunaway@fldoe.org](mailto:Samantha.Dunaway@fldoe.org).
  - » Include "CTE newsletter submission" in the subject line of your submission e-mail.
  - » We will work with you via e-mail to edit and proof your submission prior to publication.
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