

## Help for the Newsletter Editor Program Guidelines

Enclosed is the ad for use in your local newsletter. To receive the \$100 reimbursement from Member Benefits, newsletter editors must:

1. Print the full-sized page ad in your newsletter distributed to members.
2. Submit a copy of your newsletter to Member Benefits. Please include the complete name of your local. **Per a NYSUT Accounting Department policy, all reimbursement checks will be sent to the attention of the local president.**
3. Submissions can be emailed to *newsltrs@nysut.org*. or mailed to: *Newsletter Program, NYSUT Member Benefits, 800 Troy-Schenectady Road, Latham, NY 12110.*
4. Please use the checklist on the back to assist with the submission process.

**Reimbursement Process:** Member Benefits issues one check for all your submissions; you may send your newsletters individually as they are published or all together at the end of the academic year. **Submissions must be received by July 11, 2025.**

Newsletters qualify whether they are printed or electronic publications. **Please Note:** If you create your newsletter in GoogleDocs, kindly send it as an attachment as we sometimes have difficulty accessing them.

NYSUT Member Benefits provides five ads per academic year for September/October, November/December, January/February, March/April, and May/June. You are eligible to receive a reimbursement for all five ads. You can find the ads on the Member Benefits website at *memberbenefits.nysut.org* in the **Groups, Locals & Funds** section; then **Local Association Services** and finally the **Help for the Newsletter Editor Program** page.

**Help for the Webmaster Program:** You can also earn an additional \$100 annually by including our unique Member Benefits website link and our logo on your local's website homepage. You can find this link on our website at *memberbenefits.nysut.org* in the **Groups, Locals & Funds** section; then **Local Association Services** and finally the **Help for the Webmaster Program** page.

**Contact Preferences:** If you are no longer the editor of your local association's newsletter, need to report changes or would like to update your contact preferences, please reach out to Kathy Hans in Member Benefits at 800-626-8101 or *newsltrs@nysut.org*. **If you no longer want to receive mailed ads and prefer emailed copies only, kindly notify us so we can update our mailing list.** You will continue to receive both formats unless you indicate otherwise. If you have more than one contact at your local, you can also choose to have the ads sent to specific contacts only.

Enclosures



# 2024 - 2025 Newsletter Submission Checklist

Local Name (Please spell out full name): \_\_\_\_\_

**Editor's Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please send the ad as indicated:  Email Only  Print Mail Only  Email & Print Mail

**Local President's Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please send the ad as indicated:  Email Only  Print Mail Only  Email & Print Mail

Send ad to Editor only

**Per a NYSUT Accounting policy, all reimbursement checks will be sent to the attention of the local president. If you need to update this information, please contact NYSUT Membership Support Services at 800-342-9810.**

**Please check the appropriate newsletter box below:**

Sept/Oct '24  Nov/Dec '24  Jan/Feb '25  Mar/Apr '25  May/June '25

Member Benefits will track your submissions throughout the year and issue one check in the summertime. You may send the ads in over the course of the year or all at once.

**Submission Deadline: July 11, 2025**

*Questions? Please contact Kathy Hans at 800-626-8101 or [newsletters@nysut.org](mailto:newsletters@nysut.org).*

**Over →**