

TRAILER ESTATES PARK AND RECREATION DISTRICT TRIBUNE POLICY PP 14

The Trailer Estates Tribune is a newsletter that is published monthly by Teledrex, Inc, pursuant to an agreement with the District. As part of the agreement, the District is authorized to include community information in the Tribune, but is prohibited from including any information for the purpose of solicitation or commercial uses. The Tribune is intended to further the park and recreational purposes of the District, by informing the residents of upcoming events within the Park, sharing community news, and distributing important information from the Board to the residents.

Clubs, groups and organizations may submit articles to the District for inclusion in the Tribune, provided all the following criteria are met:

1. Articles must be submitted by the 1st of the month no later than 3:00 p.m. to be printed in the following month's Tribune.
 - a) Articles must be submitted via email. Email submissions are to be sent to officeassistant@trailerestates.com.
 - b) Articles can be submitted directly in the body of the email or attached as a word processing document, such as MS Word. NO .pdf files can be accepted. Contact the Office Assistant if you do not have access to email.
 - c) Clear instructions specifying the duration of the article must be included with the submission. i.e. "Please place this article in Jan., Feb., Mar., and Apr. Tribunes."
2. Membership in the club or organization must be open to all residents within the Park.
3. The club, groups or organization must be not-for-profit in nature.
4. The club, groups or organization must further the recreational purposes of the District, such as by providing social or recreational activities to the residents.
5. Articles shall be limited to a description of past, current or upcoming activities or events of the club or organization.
6. Articles which serve a political or commercial purpose shall not be accepted by the District, but groups seeking to include such information in the Tribune may be able to purchase advertising space directly from Teledrex.

All articles submitted to the Trailer Estates office for placement in the Tribune shall be reviewed for typographical errors and compliance with the above requirements by the Office Assistant, or his or her designee, within 48 hours of the established submittal deadline and prior to publication. We reserve the right to edit for grammatical and typographical errors. If the Office Assistant determines that an article does not comply with any of the above requirements, the Office Assistant shall provide a written explanation of the deficiency to the club or organization and a description of the means, if any, to bring the document into compliance with this Policy. The Office Assistant shall also provide a timeframe within which to submit an amended article. If corrections are not made by the stated deadline, the article shall not be included in the Tribune.

In the event an article is ultimately determined by the Office Assistant not to comply with the above requirements, the matter may be reviewed by the board of trustees at the next workshop, unless the club, groups or organization notifies the Office Assistant in writing that it does not want the matter to be reviewed further.