

## Linking Health & Learning Bulletin Guidelines



1. **Purpose and Subscribers:** The *Linking Health & Learning Bulletin* is provided by the Vermont Department of Education (DOE) and is intended to keep Vermont educators and youth-serving professionals up-to-date on resources, professional development and grant/funding opportunities, and other issues related to healthy and safe schools. Vermont educators and youth-serving professionals request subscriptions for themselves via e-mail, phone and at Department of Education events.
2. **Frequency:** The *Bulletin* is sent out electronically monthly (except during summer vacation).
3. **Posting to the *Bulletin*:**  
Postings:
  - Are provided by the **Vermont DOE** and its governmental and non-profit **partners that have a co-sponsoring and/or contractual arrangement** with the DOE; (Content of a posting is limited to these events/arrangements. If space allows, partners whose work is in alignment with the DOE may post events that are free of charge and open to the public.)
  - Should **address diverse populations and regions** in Vermont;
  - Must be **sent in writing by the 1<sup>st</sup> of each month** for consideration in the upcoming issue.
  - Are **subject to review** by the *Bulletin's* moderator and DOE designee(s). Final approval or dismissal of submissions, including editing of content, will be determined by the *Bulletin's* review panel.
4. **Sections and Specific Posting Information:** There are three primary sections of the *Bulletin*:
  - New and General Announcements** – intended for “breaking news” that requires more detail than the other sections.
    - Postings must be **limited to 150 words** including title and contact information.
    - Postings remain **in this section for only one issue** of the *Bulletin*. (There after, if room allows and the material is timely, the content will automatically be moved to another section until deemed appropriate by the *Bulletin's* review panel.)
  - Grant and Funding Opportunities**
    - Postings must be **limited to 100 words** and **include a link to a Web site** where an application and additional materials can be located.
    - Postings remain in this section for **as long as it is deemed appropriate** by the *Bulletin's* review panel.
  - Professional Development and Wellness Opportunities:**
    - Postings must be **limited to 75 words** and **include a link to a Web site or provide other contact information.**

- Postings will be accepted **within three weeks of an early registration date**, but **no later than two weeks prior to the actual event**.
- **Organizations** that have contractual arrangements with the DOE and have a series of events **must provide updated information** to the *Bulletin* in accordance with all stated Guidelines. (The *Bulletin's* moderator will not automatically update postings by such organizations.)

**5. Special Circumstances:**

- Requests for special distribution of information outside of the above-stated Guidelines (e.g., summer announcements, information considered “urgent”) must be approved by the review panel and the supervisor of the *Bulletin's* moderator.
- “Resources” may be an additional section added as needed.

**6. Guiding Principles:**

- The *Bulletin's* moderator and review panel attempt to provide a balance of topics in each issue. They seek content that, though it may be specific to a topic or field, will have broad appeal to a wide audience.
- Keeping the *Bulletin* easy-to-read and use is of utmost importance. **Web site links will, therefore, be favored over attachments.**
- The length of the *Bulletin* will generally be limited to four-to-five printed pages.

Adopted 9-19-06