

Weekly Field Memo Courtesy Post Submission Guidelines

The Weekly Field Memo is the Vermont Agency of Education's premier weekly communication to educators in Vermont, communicating time-sensitive and relevant information designed for students, teachers, and staff. The AOE created the weekly field memo to keep subscribers up to date with current education policy, state-wide education initiatives and official messages from the AOE. The field memo may also include education-related items from other state agencies. The AOE will share, at our sole discretion, posts by organizations not directly affiliated with the AOE, including schools, education partners, and other third parties. These Courtesy Posts must be related to the AOE's mission or more generally support the welfare of Vermont learners. The agency does not endorse the views expressed by these contributors and reserves the right to refuse submissions. The AOE will reject posts of an explicitly promotional, political or harmful nature, as well as any content not related to education.

Submission Deadline

Deadlines for final submissions are noon on Tuesday, each week. First time submitters or submitters with questions are strongly encouraged to submit early. Posts that require editing for clarity will be returned to their authors and any new version must be submitted before the noon deadline on Tuesday. Please proofread your posts carefully.

Guidelines

Please note that submissions not meeting this format may be returned for edits and/or excluded from publication. The AOE uses a modified AP style for all publications and reserves the right to copyedit posts to comply with style guidelines

- Use the third person present tense and avoid using personal pronouns (I, you, we, etc.).
- Keep the description brief (target post length is up to 100 words) and avoid exclamation marks or unnecessary punctuation.
- If using an abbreviation, always spell out the full name of the organization/course/program the first time it is mentioned, then put the abbreviation in parenthesis afterward. Example: Agency of Education (AOE).
- The agency will not upload or post documents on its website related to courtesy posts.
- Links may only target websites or online documents. Links that initiate automatic downloads will not be shared via the Weekly Field Memo.
- The agency will not post employment opportunities in the Weekly Field Memo, but will post requests for volunteers supporting education-related activities.

Contact Information:

If you have questions about this document or would like additional information, please contact: Mary Peterson at mary.peterson@vermont.gov

Accessibility Requirements

The AOE is required by state and federal law to follow certain requirements for digital accessibility.

- Do not put a URL in the title of your post.
- Do not bold, italicize or underline text for emphasis. All formatting in this manner will be modified.
- When hyperlinking posts, do not use “here” or “click here”, but rather, hyperlink descriptive text, such as the title of the webpage or the action the user would take. Examples: Please review the [Weekly Field Memo Submission Guidelines](#), or Please [subscribe to the Weekly Field Memo](#).

Repeat Posts

The AOE will run posts about the same event or opportunity up to three times, but not on consecutive weeks. Please plan to re-submit your post by the noon deadline each time you would like it to run. You may change your post each time it runs so long as you comply with the remainder of the submission guidelines.

The AOE will only post one submission from an organization each week. Please prioritize or consolidate your posts accordingly.

Information Required for Field Memo Submission

Title (please keep concise and avoid dates or full titles of workshops in your titles)

A brief description (2-3 sentences) of your item with a link (URL/webpage) to more information. We prefer links to be hyperlinked in text, especially if they are lengthy. Include a deadline, if applicable.

Contact information for an individual who readers can reach out to for more information, including a first and last name and an email and/or phone number.

Example Courtesy Post

Space Available: The Governor's Institutes of Vermont

There are a few spots open in the Governor's Institutes of Vermont Summer Institutes. Motivated, curious Vermonters who are willing to challenge themselves, are interested in the world and new ideas, and who want to be a part of a supportive community of people passionate about learning can apply on the [Governor's Institutes of Vermont Website](#). Contact: Susie Moakley at susie@giv.org or (802) 865-4448

AP Style Notes

Time: Use lowercase a.m. and p.m., with periods. Always use figures, with a space between the time and the a.m. or p.m. If it's an exact hour, no “:00” is required.

Example: The class runs from 11 a.m. to 1:30 p.m.

Dates: Do not use st, nd, rd, or th with dates. Always capitalize months. Spell out the month unless it is used with a date. When used with a date, abbreviate only the following months: Jan., Feb., Aug., Sept., Oct., Nov. and Dec.

Example: Jan 15, 2022. June 5, 2022.

Questions and Submissions

For more information or to make a submission to the Weekly Field Memo, email AOE.WFMrequests@vermont.gov and include “Weekly Field Memo” or “WFM” in the subject line.