



## Recommended Items for NADE Newsletter

### A. Items to appear in each issue:

- Article from NADE President
- Short summary of Executive Board meetings and all action items by NADE Secretary
- Short articles and book reviews submitted by NADE members
- Announcements and calendar of events
- Reports from NADE committees, task forces, and SPIN groups by their chairs (these would be included on a space available basis)
- Short legislative update by Political Liaison Committee (this would be included on a space available basis)
- Letter from the NADE President-Elect (this would be included on a space available basis)
- Photographs of NADE members in action with captions identifying them (e.g., conference activities)
- Annual guest columns from other associations with whom NADE has reciprocal agreements
- *Newsletter* editorial information (e.g., when published, length of submitted articles, editorial freedom, submission requirements, deadlines, where to send submissions; this would be included on a space available basis)
- Membership application and application for SPINs (included at least once each year, more often on a space-available basis)
- Order form to purchase NADE materials (e.g., pins, posters, journals, NADE *Self-Evaluation Guides*; included at least once each year, more often on a space-available basis)
- Conference announcements by NADE chapters
- Information for subscribing to LRNASST computer discussion group (included at least once a year, more often on a space-available basis)
- Address information for the NADE Internet Web homepage
- Changes to Leadership Directory of NADE national and chapter leaders by Executive Assistant
- Complete contact information for NADE Executive Board members
- I/P memberships listed
- List of corporate sponsors

### B. Items to appear in late spring edition in addition to standard items (goal to distribute by June 15):

- Leadership Directory of NADE national and chapter leaders
- Call for Nominations for NADE awards (four pages) by Awards Committee
- Call for Nominations for NADE Executive Board positions by Elections Committee
- Short post-conference summary by national conference committee chairs (e.g., conference statistics, highlights)
- Photograph of new Executive Board
- Short summary of NADE Annual Report with information on how to obtain a complete copy of the report by Immediate Past President
- Article listing all NADE award, grant, and scholarship winners along with photographs by Awards Committee Chair
- Free advertisement to promote CRLA and NCLCA annual fall conferences, FACE conferences, and the NCDE fall Research Conference (every four years)--advertisements provided camera-ready. Note: Please see "Current List of Services Provided to Reciprocal Organizations" (Appendix Q and on the NADE website) to clarify abbreviations
- Pre-conference information by national conference committee chairs (e.g., keynote speaker, registration fees, hotel contact information, and local sights).
- Conference registration form provided by national conference planners
- Short article on services provided to the chapters and individuals through NADE dues, including pie charts of income and expense categories (these items to be developed by NADE Treasurer)

### C. Items to appear in winter edition in addition to standard items (goal to distribute by February 15, except when the conference is in February, in which case the goal is to publish one month prior to the conference)

- Summary of pre-conference information by national conference committee chairs (e.g., photo of keynote

speakers, registration information, hotel information, local sights, sample of concurrent presentation titles); application form to volunteer for NADE national committees and task forces (this material to be included on a space-available basis)

- Condensed version of "The Liaison," NADE's political information newsletter (4 pages) provided by the editors of "The Liaison"
- Information about the Summer Technology Institute that NADE has endorsed
- Information from reciprocating organizations that have spring conferences
- Free advertisement to promote Kellogg Summer Institute--advertisement provided camera-ready