

Operating Guidelines  
Local Publicity

1. Attend general membership meetings; board meetings are optional.
2. Submit articles to the *Sacramento Bee* concerning:
  - A. General club meeting notices, as well as any club activity of public interest or community service work
    - 1) The notice shall include the date, time and location of the meeting or event, as well as the name, email address and phone number of someone who can be reached for clarification or additional information.

**Important information for submitting articles to the *Sacramento Bee*:**

The *Bee* publishes meeting notices every Friday in the “Drive” section under “Mark Your Calendar.” The following requirements must be strictly followed or the notice will not be published:

- Articles must be emailed on the Thursday or Friday one week prior to the meeting date.
- The address is [autoclubnotes@sacbee.com](mailto:autoclubnotes@sacbee.com).
- The subject of the email must read: “Mark Your Calendar/Capitol A’s Model A Ford Club/(month, day, [no year]).”
- The article must read: “Capitol A’s Model A Ford Club will hold its monthly meeting (month, day, [no year]). Visitors are welcome. 7:30 p.m., Carmichael Park Veterans Hall, 5750 Grant Ave., Carmichael. Details: (contact’s phone number—usually the Membership Chair’s).”

1. Contact the Club President for assistance with any questions not answered in this guideline.