
FOX POINT NEWS

POLICIES AND GUIDELINES

OCTOBER 2014

The *Fox Point News* is Fox Point's official newsletter. Its purpose is to convey to Fox Point residents information that may be of concern or interest to them. It is the primary tool for informing residents of discussions and decisions of the Fox Point Homeowners Association (FPHA) Board of Directors and its committees. The newsletter is also used to announce and explain matters of common interest to residents and to notify them of upcoming events and activities in Fox Point and the broader community. The *Fox Point News* and the website at www.foxpoint.org are the only official communication vehicles of the FPHA.

The Newsletter Committee oversees and publishes the *Fox Point News*. The committee comprises the editor, the assistant editor, the newsletter-oversight board member, and the distribution team. The names of the residents holding these positions are included in the newsletter under "Fox Point News Information."

The *Fox Point News* policies and guidelines are described below.

Newsletter Sections

The newsletter is made up of several sections, which are described below.

The newsletter cover is reserved for important board announcements, notices of official Fox Point events, and other essential Fox Point information. Cover space will be allocated in an equitable manner at the sole discretion of the Newsletter Committee.

The Fox Point Calendar lists the dates and locations of FPHA meetings (board, town hall, and special) and other Fox Point events and activities.

FPHA board and committee reports are submitted by current board members and committee chairs. These include the President's Letter, the Treasury Report, and the following committee reports—Architecture, Civic Affairs, Lake, Pool, Safety and Welfare, Social, and Tennis. Any resident wanting to submit information for inclusion in the newsletter should contact the chair of the appropriate committee. There is no specific restriction on the length of these reports, although they should be concise and relevant.

Newsletter Sections (continued)

Fox Point Dolphins have a separate section of the newsletter where the chairs of the swim team, water-polo team, and dive team publish information about team events and activities. There is no limitation on the length of these reports, but they should contain only relevant information and be as brief as possible. Residents wishing to have information included in this section should contact the respective team chair.

Neighbor News includes welcomes of new residents, expressions of appreciation or sympathy, announcements by Fox Point groups, and similar notices regarding Fox Point or its residents. Anyone knowing of a new resident who has not yet been welcomed should notify one of the Welcome Committee chairs (their names are listed in the "Fox Point News Information" section of the newsletter). Those wanting to submit other types of notices for the "Neighbor News" section should contact the newsletter's editor.

Community Happenings is the section where information related to the broader community is posted. It may include notices of upcoming community events, calls for volunteers for local organizations, announcements by local authorities, and other community information that is relevant to Fox Point residents. These notices must be submitted by a Fox Point resident, whose name and telephone number (or e-mail address) must be included for contact purposes. Notices should be brief and contain only essential information. Notices in this section may be published in only one issue of the newsletter.

Fox Point Classifieds is the section of the newsletter where Fox Point residents can post ads for items they wish to sell—including their homes. Most Fox Point residents post their classified ads themselves on Nextdoor.com. However, residents who are unable or unwilling to use Nextdoor.com may ask for assistance from the person handling classified ads for Fox Point. Those wanting to place an ad in the Fox Point newsletter must submit the ad to this person no later than the 20th of the month. (Instructions and the name of the contact are included in the "Fox Point Classifieds" section of the newsletter.)

There are currently two types of ads posted in the newsletter:

- ***One-Time Ads*** This section includes ads for Fox Point homes that are for sale by the owner and ads for other items that are for sale by Fox Point residents. Ads for items that are wanted by Fox Point residents may also be included in this section. These ads are usually run for only one month, although an ad may be run for a second month if a special request is made to the person in charge of classified ads. Ads will not continue after the second month except home-for-sale (by owner) ads and home-wanted ads. Commercial or business ads will not be accepted.
- ***Classified Kids*** This section includes ads for services offered by Fox Point young people (21 and under). These ads are published quarterly in the March, June, September, and December issues of the newsletter.

The information in this section applies only to ads that are to be included in the newsletter. Classified ads to be posted on Nextdoor.com or the Fox Point website are handled differently. Residents should visit those websites for information about posting ads on those websites.

Submission Guidelines

All submissions to the newsletter must be approved by the Newsletter Committee. Submissions should be sent by e-mail to the editor no later than the 20th of the month for inclusion in the following month's newsletter. Exceptions may be made for board members' reports if the monthly board meeting is held on or after the 20th. For classified-ad submissions, see instructions above under "Fox Point Classifieds."

The editor will confirm by e-mail the receipt of reports and notices. Anyone not receiving such a confirmation should contact the editor directly to ensure the document was received.

Submissions should be composed in Microsoft Word and sent to the editor as an e-mail attachment. (Those who are unable to send their submissions electronically may submit them, either typed or handwritten, on paper.) If possible, board members should submit their reports using the Microsoft Word template sent to them each month by the editor. Others may type their notices in a Word document or directly in an e-mail. No specific font is required—the editor will standardize the font for all submissions. Clip art and photos may be submitted but will be included at the discretion of the Newsletter Committee.

Although there is no specific limitation on the length of reports and notices, all submissions should be as brief as possible. Language should be bias free, and personal views and opinions should be avoided.

There is no limitation on the frequency of publishing event notices, but including a notice in two or three issues of the newsletter prior to the date of the event is usually sufficient. The same applies for registration forms and sign-up sheets that are attached to the newsletter. Such forms will also be made available on the FPHA website for as long as needed.

The language and format of submissions will be edited for consistency with the newsletter's style, which is based on *The Chicago Manual of Style* (16th edition). Editing will focus on correctness, clarity, consistency, and conciseness. The editor will query authors regarding any submissions that are confusing or incomprehensible.

Registration forms, sign-up sheets, and other newsletter attachments will also be edited for obvious errors and inconsistencies. However, a complete edit of such documents may not be performed if time is limited. If the editor observes significant errors in an attachment, she or he will ask the person who submitted the document to correct it.

While obvious factual errors in a submission may be corrected by the editor, she or he will not perform fact-checking in any systematic way. The accuracy of information in a submission (including names, contact information, dates, calculations, and so forth) is the responsibility of the author or person making the submission. This policy also applies to newsletter attachments, including registration and sign-up forms.

The following types of submissions will not be accepted for publication:

- Those that are not submitted by or attributed to a Fox Point resident.
- Those submitted by a business or commercial entity.
- Those that express personal views or opinions.
- Those that include biased, demeaning, derogatory, or slanderous language.

Newsletter Distribution

The newsletter is distributed to Fox Point residents electronically in the form of a PDF attached to an e-mail sent out by the person in charge of the Fox Point website. The newsletter is published each month except January. An online version is also available at www.foxpoint.org. (The online version does not include Classified Kids for security reasons.)

Hard copies of the newsletter are distributed to households that have made arrangements for that. The name and phone number of the person to contact for this purpose is shown under "Fox Point News Information" in the newsletter. The hard copies will be delivered to individual homes by two Fox Point residents—one on the north side and one on the south side. The newsletter is usually completed and ready for distribution by the first or second day of the month and distributed to households by e-mail (or by personal delivery to those receiving hard copies) within a week. However, delivery may be delayed because of postponed board meetings, bad weather, or other unavoidable circumstances.

The newsletter distribution system may only be used for the distribution of official Fox Point documents, such as the *Fox Point News*, the FPHA financial statements, board-election materials, and the *Fox Point Directory*. The system may not be used to distribute personal documents or information. The Newsletter Committee must approve all items that are to be distributed with the newsletter. Unauthorized documents and literature will not be distributed.

The acceptance of submissions for the newsletter is entirely at the discretion of the Newsletter Committee, which has the right to refuse any submission that does not comply with newsletter policies, including submissions that are false, misleading, or slanderous. The Newsletter Committee reserves the right to edit the language and format of submissions for correctness, clarity, consistency, and conciseness.

Your cooperation in adhering to these policies and guidelines is greatly appreciated. If you have any questions, please contact the editor.