

## Cootie Courier

**Receiving the Cootie Courier:** We encourage all Cooties to get the *Cootie Courier* delivered via electronic mail. Postage is increasing and the bulk mail is getting slower. If you elect to get the courier via electronic mail, send your request and email to [cootiecourier@lotcs.org](mailto:cootiecourier@lotcs.org). If you want the Courier delivered by mail it will cost you \$10. Send your check to Supreme Headquarters.

**How to Submit News Copy:** The *Cootie Courier*, just like all other papers, is looking for current and news that will be interesting to our readers. Remember that space is always a consideration and most time limited, so please keep articles direct and to the point. **Submission Deadlines: 25 Mar, 25 Jun, 25 Sept & 25 Dec.**

### Basic Rules for All Submissions:

1. Try to have each article contain the **five Ws**—who, what, when, where, why and oftentimes, how. With “who” use the correct title and of important note - ensure all names are spelled correctly.
2. **Submit your articles** to the Cootie Courier Editor by email (preferred) at [cootiecourier@lotcs.org](mailto:cootiecourier@lotcs.org). **Other ways of submission** are land (snail) mail to: Dale Iannello, PO Box 8451, Tacoma, WA 98419. Do not submit them to Supreme Headquarters. This will cause a delay.
3. **Photos:** Strive to use a solid light-colored background. Remember your submitted pictures will not be printed on Kodak photo paper! Remember that this is our Cootie Newspaper, so try to have the photos depict Cooties doing MOC/MOCA activities in their Cootie gear. Email submitted photos **MUST** be in JPEG, PNG or TIF format.
4. **When submitting your annual election bio sketch**, you should **ALWAYS** include a photo of yourself.
5. If you move, please submit a **change of address**. The form is located elsewhere in this publication and available through our website <https://www.lotcs.org/>. If you **change your email address**, please forward your new one to the editor as well. The editor may edit your story to fit the paper.