



Viking Voice Submission Process

- Viking Voice is published once a month on the first Wednesday of the month.
- Submissions need to be approved by the appropriate VP first and then sent to Shelley Moore (mdmoore1@fcps.edu) with a cc: to Phyllis Thomas
- Please get your submissions to Shelley by the 20th of the month PRIOR to the edition you want your notice to appear (i.e. deadline for October Viking Voice would be no later than 9/19)
- Submissions should be brief, since it's most likely just highlighting or reminding people of a flyer or sign-up sheet they have already received.