

# Procedure to Submit Stories To SHARE

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The stories you send to SHARE are printed in the Court News section of SHARE. There are five sections in Court News: Anniversaries, CDA in Action, Focus on Youth, News & Notes, and People. When you send a story, you can indicate your preference for which section you would like your story to be in, but you don't have to, we can make that determination.

Please submit one story and one photo only per court per issue to SHARE.

## **How to Write Your Story**

You should write a succinct story that includes basic information about the event or person that explains: Who-What-When-Why-Where.

Be sure to include your court name, number, city and state.

For example: Court San Luis Obispo #1162, San Luis Obispo, California

(Note: If the town or city where the court currently meets is different from the town or city where the court was chartered, use the town or city where the court was chartered as the court location.)

The staff is not responsible for factual errors submitted.

Leave room for a photo caption, mentioned below under "How to Send Photos."

Proper Grammar and Titles:

Names of clergy and speakers should be written as follows:

When referring to clergy, a celebrant or speaker, please use the FULL NAME, e.g., Reverend James Smith, NOT Father Smith or Ida Brown, NOT Mrs. Brown. Be sure to include correct titles where appropriate e.g., Dr. Jane Doe or Mrs. Ida Brown.

National Officer titles should be written as follows:

National Regent (e.g., National Regent Jane Doe)

National Regent-Elect (e.g., National Regent-Elect Jane Doe)

First Vice National Regent (e.g., First Vice National Regent Jane Doe)

Second Vice National Regent (e.g., Second Vice National Regent Jane Doe)

National Secretary-Treasurer (e.g., National Secretary-Treasurer Jane Doe)

State Officer titles should be written as follows:

State Regent (e.g., New York State Regent Jane Doe)

First Vice State Regent (e.g., Iowa First Vice State Regent Jane Doe)

Proper Description of Installation and Reception

Remember: Officers are installed. Thus, your court has an Installation Ceremony.

Members are received into your court. Thus, your court has a Reception of New Members.

A new court is Instituted: thus, you may write of the Institution of a New Court.

Below is a sample of how an Anniversary submission might be written:

(Name of the Court) # (Court Number), (City), (State), celebrated its (year) anniversary.....then, describe the court's anniversary celebration – for example....with a Mass and dinner dance. Court Chaplain Reverend George White was the celebrant. National Regent Mary Smith was in attendance, as was State Regent Theresa Jones. The guest speaker for the occasion was (name and title).

Send your story as a Word attachment or in the body of your email to: [cdashare@aol.com](mailto:cdashare@aol.com). We can no longer accept stories sent by mail via U.S. Postal Service. Include your name and phone number.

### **How to Send Photos**

You must include a photograph with your story. Photos should be in "JPEG" format. Please do not send blurred or unfocused pictures; or where people are blocked or cut off.

Photos should be sent as an attachment with your email – they should not be in the body of your email, embedded in the Word document with your story, or from a magazine or newspaper or screen shot.

Write a caption of who is in the photo as follows:

Identify each person in the photo "from left to right...." Include their first and last names, and, if it applies, their court, state or national titles; committee positions; chairmanships, etc. For example: Olga Samaniego, National Regent; Linda Smith, [Name of State] State Treasurer; Jane Jones, Scholarship Committee Chairman, etc.

If some are seated and some standing, or people are standing in rows, captions should be written as follows:

Front row, left to right:

Standing, left to right:

Seated, left to right:

You can also include a brief sentence as to what the people in the photo are doing -- for example, "seen serving breakfast at the holiday soup kitchen are, from left to right..."

Photos of officers wearing slacks, sneakers or dark shoes with robes at ceremonials will be disqualified.

If you have questions, send an email to National Public Relations Director Tom Panas at [cdashare@aol.com](mailto:cdashare@aol.com).

Please note: we do not print obituaries or stories advertising or selling products or services.