

Wisconsin's Family Engagement Newsletter Submission Form

Use this fillable PDF form for contributing articles, events, and resources.

Send submittals to mzellmer@wifacets.org or ebraunel@wifacets.org

Deadline for submitting contributions to each month's issue is by the 20th of each month at noon. For time sensitive training advertisements, the information should be sent a minimum of a month ahead of time.

Material appropriate for the monthly newsletter include web links to sources of family involvement/parent leadership resources, advertisements for statewide trainings for parents, youth or parent/educator audiences, information about statewide parent agencies, recent research pertaining to family engagement, and family engagement success articles. Family engagement success or impact stories can be written at an individual or family level, classroom level, school building level, district level, county level, CESA level, etc.

1. CONTACT INFORMATION *(must be completed):*

Name	
Org./School/Agency <i>(if applicable)</i>	
Email	
Phone	
Address	
City, State, Zip Code	

2. To submit an **EVENT** or **TRAINING** for the newsletter, complete the form below.

Name of Event	
Summary of Event <i>(optional)</i>	
Date(s)	
Time(s)	
Location	
Registration Information	
Contact Information	
Special Instructions	

3. To submit a **FAMILY ENGAGEMENT SUCCESS/IMPACT STORY**, complete the form below.

Title	
Author(s)	
Family Engagement Story <i>(225 word max.)</i>	

4. To submit an **ONLINE RESOURCE** for the newsletter, complete the form below.

Title of Resource	
Summary of Resource <i>(50 words max.)</i>	
Web Link to Resource	

5. To submit a **RESEARCH ARTICLE** for the newsletter, complete the form below.

Title of Research Article	
Author(s)	
Publication Title and Date	
Summary of Research <i>(125 words max.)</i>	
Web Link to Research Article	

6. To submit a **STATEWIDE PARENT AGENCY** for the newsletter, complete the form below.

Name of Agency	
Contact Information	
Agency Website Address	
Summary of Agency <i>(200 words max.)</i>	
Population Served	
Services Provided	

Your submittal may not be in the final copy of the upcoming month's newsletter if it was in a previous month's email, the event date has passed, the web link doesn't work, or there is already an article in place. Articles and resources will be saved for following months. We reserve the right to edit contributions as needed.

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