Dear Club Leaders,

Our SMILE newsletters and annual reports are important publications used to highlight your students to schools and families and are used to raise funds to support the running of SMILE clubs. It is therefore important to send in well-written club updates (these are only a paragraph or two) along with good quality photos of your club. Please remember to take quality photos of your SMILE students. Perfect photo opportunities are during club activities, Family Science Nights, on field-trips, at events, and during stewardship activities. Please also be punctual when submitting your articles and photos. You receive reminders for newsletters in the SMILE calendar and with a 2-week email reminder.

Guidelines (Please adhere to the following guidelines):

- 250 words or less 1/4 page maximum for text.
- Use Times New Roman or Garamond 12 pt. font in black (no yellow, red, etc.).
- At the top of the page list your school name, teacher names, and authors of the article (if this was collaborative and written by the whole club, list the club name).
- Do not embed photos into the word document (these are not print quality and therefore useless).
- Send all images separately as high-res JPEGs.
- Email your photos/word documents to kfoley.smile@gmail.com. (**Do not email these to smileprogramuri@gmail.com). 

Please see the list below as to when your clubs article/photos are due. *Please be sure to mail these in on time (or earlier). If you have any questions you can send me an email or call the office.

**Article/Photos due December. 7th:**
Rogers High School  
Central Falls High School  
Westerly Middle School  
Deering Middle School  
Ella Risk Elementary  
Coleman Elementary  
Claiborne Pell Elementary  
Calcutt grade 5

**Articles/Photos due April 12:**
South Kingstown High School  
Woonsocket High School  
Woonsocket Middle School Hamlet  
West Warwick High School  
Goff Junior High School  
Calcutt Middle School  
Harris Elementary  
Horgan Elementary  
Slater Junior High School

**Articles/Photos due March 15:**
Westerly High School  
Thompson High School  
Curtis Corner Middle School  
Woonsocket Middle School Villa Nova  
Peacedale Elementary  
Springbrook Elementary  
Citizens Elementary