

Community Activity Announcements Guidelines

- All ads must be child related – activities or events **for** children (e.g. AYSO Soccer Registration, My Gym, Tutor Tyme, Ventura Ballet).
- Special offers for children from non-child oriented businesses **do not qualify** (e.g. kids eat free, ads for parent or teacher events/activities).
- VEP and VUSD (district-wide or school specific) ads are FREE.

Format:

Font: **Times New Roman** Size: **12 point**

- **4 lines** maximum of 400 characters with spaces (word count using Microsoft Word or other software)
- **6 lines** maximum of 600 characters with spaces (word count using Microsoft Word or other software)

All submissions will be translated into Spanish by the District office.

Fees: **up to 4 lines of text - \$150** **5-6 lines of text - \$250**

Please include: Name of Organization/Event

Date	Location	Cost	Description	Contact person
Phone number		e-mail/website address		

Submission:

Preferred method: (e-mail ad, send check by US Mail – address below)

E-mail: myranunley@yahoo.com ***Subject: Community Activity Announcement***

- *Attach as Word Document, or paste into body of e-mail*

Payment must be received by **VEP** no later than the *publication date*.

Make checks payable to: VEP

If your check does not have your organization name pre-printed on it, please write it on the memo line.

Mail to: **VEP – Community Activity Announcements**

VUSD
255 West Stanley
Ventura, CA 93001

Questions? Contact Myra Nunley, myranunley@yahoo.com or 289-7925 x1010

Deadline	Publication/Distribution Date
Monday, August 1, 2011	Friday, September 9, 2011
Tuesday, September 6, 2011	Friday, October 7, 2011
Monday, October 3, 2011	Friday, November 4, 2011
Winter Break December 19 – January 2	
Tuesday, November 1, 2011	Friday, December 2, 2011
NO January Newsletter	
Monday, January 2, 2012	Friday, February 3, 2012
Monday, February 1, 2012	Friday, March 2, 2012
Spring Break March 30 – April 8	
Wednesday, March 5, 2012	Friday, April 13, 2012
Friday, April 9, 2012	Friday, May 18, 2012
Last Day of School, Thursday, June 7	