

Guidelines for “Successful Practices” Submissions

Local Section “Successful Practices” items can be submitted (1) with complete information for posting on the ANS Web site or (2) with a headline, brief description and a URL which takes readers to the local section’s page where the information is already posted.

How to submit items for listing

Send e-mail with brief message and any attachments to cvincent@ans.org
with the words “Successful Practices Submission” in the subject line.

ANS staff will review submissions, edit as needed (for consistent presentation), and arrange for web posting.

When submitting “Successful Practices” information for posting on the ANS Web site, please provide

Photos or graphics as JPEG or GIF files

Text as WORD files or WORDPERFECT files

(Please include with your text a proposed caption for each photo.)

Recommended Content for Successful Practices Submissions

Local Section name

Who is submitting the information (This information to be used by headquarters staff.)
name, title, e-mail, phone

Date of event/activity

Category/Type of Practice

Administration/Management of Section

Meetings/Programs

Membership Development/Recruitment

Professional Development

Public Information/Outreach

Other _____ (please specify)

Purpose/Goal

Description/Summary

include info such as

number of section members involved in activity

frequency of activity

cost of project

results/how this has helped the section

How another local section can get additional information

provide e-mail address (to be posted on web)

OR

provide URL that takes readers to information on your local section web site

Questions? Contact Chuck Vincent in the Outreach Department at ANS Headquarters.