

QuikLINK Guidelines

Your messages are welcome that have an interest across the Susquehanna Conference.

These are guidelines for submitting material for publication in QuikLINK:

1. In order to keep QuikLINK an efficient communication tool, the sole gateway for material submitted is by e-mail to quiklink@susumc.org.
2. Messages for QuikLINK are to be of general interest to the **entire annual conference**. Local church events need to be sent to your district office for distribution within your district.
3. Correctness is the responsibility of the person submitting the item and cannot be guaranteed by the Communications Ministry office. Questions should be directed to the contact of each message.
4. In order to publish on a timely schedule, submissions must be sent to QuikLink on the business day prior to publication. **The Quiklink is published on Friday of each week.**
5. **Messages MUST be composed exactly as the sender wishes them to appear** along with a short headline in capital letters. **The message/announcement must be submitted as text only.** The accuracy or completeness of the message is the responsibility of the sender. Events need to answer the questions: what, who, when, where, and sometimes why and how.
6. Messages should be kept as short as possible, **ideally no more than 3-4 sentences long. Additional information or explanation can be attached to the message as a pdf provided by the person submitting the message. Any charts, registration forms, posters, PDF's or pictures will be made available by a download link.**
7. Contact information **MUST** be included in every message submitted.
8. QuikLINK is not designed to be a forum for opinion sharing or fundraising. Fundraising announcements for local churches are to be directed to the district office for distribution. Fundraising announcements are reserved for entities of the annual conference and the global church denomination.
9. In the interest of time, submitted material is published with minimal proofreading. A spell check will sometimes be applied, but that will not guarantee correct spelling.
10. **The limit for repeated messages is three.** We do not keep a message queue for repeat messages. They must be re-submitted in the form in which they are to be published.
11. Corrections to messages must be re-submitted in corrected form exactly as it should be re-published.

It is our hope that everyone who is a part of QuikLINK will want to continue; but Internet law dictates that broadcast e-mail have "unsubscribe" instructions at the end of every broadcast message.

To unsubscribe, reply to this message with instructions to be deleted from further e-mail broadcasts by responding to the unsubscribe message at the bottom of each broadcast of QuikLINK.

The information contained in this communication is confidential, is intended only for the use of the recipient named above and may legally be privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited.

If you have received this communication in error, please re-send this communication to the sender by reply e-mail and delete the original message, or any copy of it, from your computer system. Opinions, conclusions, and other information in this message that do not relate to the official business of The Susquehanna Conference, The United Methodist Church, shall be understood as neither given nor endorsed by it.