

## HELP WANTED - PAWPRINT EDITOR

The current PawPrint editor, Dan Wendin, is moving from Arnold to Davis soon. Although he will be back for the summer, it will not be practical for him to continue as editor. He will continue as Webmaster for the time being. If, after reading the following, you have interest (or just questions) please contact him - 209-795-6339 - danwendin@gmail.com

Time per issue - 4-6 hours prep plus 2 hours folding, applying labels, seals and stamps. This could be divided between two people.

Four issues per year - the mailing dates are flexible as long as they are well before the next event:

- 1) Mid-June centered on the July 4th picnic and the golf tournament
- 2) Early September centered on the Ski Sale
- 3) Early December centered on the New Member Potluck
- 4) Early January centered on the Dinner Dance and Family Day

The article list for each issue has been constant for several years and should remain so until the club establishes a new event.

Dan has been using a fairly high end program on his Mac - Adobe's InDesign, the successor to PageMaker. If that is the program used, transfer will, of course, be easy. If another program is used, you will need to create a layout. Dan will transfer the masthead and all the articles from the last four issues. The mechanics will depend on the program used.

1) About 4-5 weeks ahead of the mailing date depending on your schedule you will send an email to each contributor (cc the President) with the text of the article from the previous year. Give them a due date at least 10 days before the mailing date - probably two weeks before the first couple of issues you do.

2) E-mail the Membership Chair (currently Fred Evans) to give him a date for having the mailing labels to you or whoever will do the mailing, usually 3-4 days before the anticipated mailing date. In June there is one set of labels, for the others there are two - those who have renewed and those who haven't.

June - everyone gets a renewal application folded in  
The other three - only the non-renewed get the application

The first couple of issues you will probably want to talk to him by phone or in person. After that e-mail should work fine.

We have gone back and forth over the years on how to handle those who have not renewed by Jan 1. In 2009 we told them the January issue was their last if they didn't renew, but then Fred changed his mind and mailed again, dropping them only after they failed to renew by the end of 2009. This has changed again. At the December board meeting it was decided that the PawPrint would be silent on this process and that Fred would e-mail the non-renewals sometime before June to tell them that they would be dropped if they didn't renew.

3) Membership Roster and Activities List

This year we mailed the then-current Activities List to all who had renewed with the September PawPrint. It is again mailed with the Membership Roster with January issue, again only to those who have renewed. This may change in the future, especially the September mailing.

Fred sends the data as Excel files. He can prepare the hard copy if you wish.

4) Foothill Printing at the Big Trees Market center does the copying. You deliver everything as single sided. They print two sided and collate. Just give them the counts and sequence. They can usually turn it around the same day. They take a credit-card. I am sure Kinkos or other high-end shop can provide the same service.

5) Whoever is doing the mailing buys the stamps, folds each copy (they have been collated), puts on a mailing label, a stamp and a seal at the top. Seals can be purchased at Staples or similar store - make sure to get the white ones, not the clear. The January mailing will require more than the usual postage if there are more than five sheets of paper. Otherwise a regular first-class stamp does the job.

6) Prepare an invoice for the Treasurer - attach receipts.

See - not so hard - we need you!!!!