

MILESTONE CHART FOR SRH H-O-G PUBLISHING

2010 version 11-29-09

HAM-O-GRAM MONTHS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ITEMS DUE	1-4-10	1-25-10	2-22-10	3-29-10	4-26-10	5-24-10	6-28-10	7-26-10	8-30-10	10-4-10	10-25-10	11-29-10
To Publisher	1-6-10	1-27-10	2-24-10	3-31-10	4-28-10	5-26-10	6-30-10	7-28-10	9-1-10	10-6-10	10-27-10	12-1-10

USE OF THE ABOVE TABLE

For example: If you are a host and wish to get a campout registration form/flyer into the June 2010 H-O-G, the above table tells you that the Editor needs your input no later than 5-24-10. The table further states that the Editor has a target date of 5-26-10 to finalize the document and send it to the SRH Publisher and others, as agreed upon.

Another example: The inputs for the January 2010 H-O-G are due to the Editor no later than 12-22-09 (the earlier, the better). The table tells us that the January H-O-G will reach the Publisher by 1-6-09 (Note: after Christmas and before Santee outing).

The 2010 process will follow these steps:

1. Editor prepares three files:
 - A. Microsoft PUBLISHER (.PUB) file. This file may be over 10 pages in length.
 - B. Password SECURED PDF version of the Microsoft PUBLISHER(.PUB) file, for placement on the SRH Website.
 - C. Non-passworded PDF version for use in attaching to e-mails sent to selected persons.
2. Editor places the Secured PDF version on the SRH website.
3. Editor notifies the SRH President, or designated alternate, that the Secure version has been placed on the SRH website. The Editor also provides the SRH President, or designee, with a copy of the non-secured PDF version file.
4. The SRH President, or designee, notifies the Membership of the SRH website posting of the secure Ham-O-Gram.
5. Editor provides the PUBLISHER(.PUB) file to an assigned Publishing Team. The Publishing team distributes, via USPS, a printed version (derived from the .PUB file) to members who prefer a printed version mailed to their home.
 Note: This mailed version may be postage weight limited in size compared with the website/e-mail version. The Editor will put the most time-sensitive items in the first nine (9) pages of the Publisher (.PUB) file so that the mail version is as complete as space allows.

Anomalies: The Editor realizes that the best laid plans of mice and men often go astray. This 'mouse' will try to adapt to your problems as they are recognized.

SRH HOG ITEMS

- **Prez-Sez** -- This is prepared each month by the Chapter President. The content is at the President's discretion and is allotted the total space of page 1.
- **Dear Samantha** – This column in 2010 will include member news. "Dear Samantha" will be written by Mary Holzgang, during 2010, from items sent to her by the membership at large. Nominally, this segment will reside on page 2 and 3.
- **Campout Corner** – The Campout Hosts use this item to report on the campout just-past. The Hosts may prepare this report or may decide to ask someone, who will attend the campout, to write it up. This should be one (1) page or less. This report is also available on the SRH website.
- **Treasurer's Report** – Glenn Schmitt, our 2010 Treasurer, prepares this item. It has been running about 1/4 column in length and gives a summary of the Treasury's status.
- **Upcoming Campouts** – At least two months in advance, the Campout Hosts prepare a Campout Flyer that describes the upcoming event and includes a registration form for member use. The H-O-G Editor may assist the final flyer preparation if he is asked to do so by the responsible Host. The timing of the publication of the flyer is dependent on when the Hosts must advise the campground of the number of firm attendance, and other factors. The flyer is usually published on each of two subsequent months to assure that each member is aware of the campout and registers in a timely fashion. One (1) Page Max. MicrosoftWord or Text preferred---no PDF.
- **Files:** Send files in MicrosoftWord or Text format ---do NOT send Acrobat (PDF) files or other formats. The e-mail/website versions of the H-O-G may contain color photos. Photos should be in JPG format.
- **Camping Schedule** – A tabular list of campouts by month is provided by the Wagonmaster. It is published in the H-O-G and on our WebSite.
- **Meeting Minutes** – The **Chapter Secretary** provides the minutes of the previous Chapter Meeting. Usually, the version published in the H-O-G is condensed so as to not take too much space in the Newsletter. The condensed version is about 1 ½ columns in length. An unabridged version may be included in e-mail/on-line versions. An unabridged version is also kept on the SRH website.
- **Et Cetera**—Often, text boxes are infused into the H-O-G to announce newsworthy information. Also, the Editor may include Ham or RV related short items, space permitting.