

Public Relations Department

Bruce M. Croucher, Director

2514 County Road 25

Clifton Springs, NY 14432

315-462-3067

croubr@fltg.net

The public relations department of the New York State Grange is responsible for internal publications and external publications.

The internal publications consist of The Empire State Granger published six times per year, the State Grange Newsletter, published six times per year, and The Gleaner, published daily at the State Grange Session. The department also publishes special editions of The Empire State Granger for special events such as Empire Farm Days, the Winter Farm Show, New York State Fair, County Fairs, Community Days, local Grange Festivals, and the like. Issues can be purchased for 50¢ each by contacting New York State Grange Headquarters in Cortland, NY.

The Empire State Granger and the State Grange Newsletter contain articles by State Grange Officers and State Grange Departments. The Legislative, Sports, Family Activities, Community Service, Youth and Junior Departments are included. Officers that report are Master, Lecturer, Chaplain and Secretary.

Granges are encouraged to submit articles of interest to the Empire State Granger. The back page is often used for Grange submissions as we can include color photographs on that page. We encourage submissions other than presentation of longevity certificates to show that Grange is working on current programs that affect communities.

The Empire State Granger does not publish obituaries. The Chaplain does list those who have passed. Pictures are not printed in the Grange Newsletter as the quality of printing available is not suitable for pictures. The special editions include programs and activities of interest to the general public.

External publications consist of press releases regarding activities of the State Grange including but not limited to legislative issues.

Contributions to the Empire State Granger and the Newsletter should be typewritten or sent electronically. Typewritten copy is scanned and turned into digital form which requires careful proofreading. Electronic form sent by e-mail is easily incorporated and reduces errors by the editor. Photographs should be digital or originals. Newspaper photographs do not have quality good enough to print. Fax submissions all have to be retyped as they will not scan properly. Attachments sent from Word Processing programs should be sent in Rich Text Format or Plain Text format. Submission of photographs should include information that identifies the people in the photograph. Photographs of large groups of people do not show up well in the paper.

Submissions of articles from other publications cannot be accepted unless you have permission from the original publications. Copy-rite laws are violated when publishing other peoples work without permission.

Deadlines for submissions are the fifteenth of each month. Please see the calendar of events in this handbook for the specific order of the publications. Submissions should be sent to Bruce Croucher, 2514 County Road 25, Clifton Springs, NY 14432. The e-mail address is croubr@fltg.net and telephone is 315-462-3067.