

HOSSC SCA Liaison Guidelines

The Liaison to SCA is responsible for making sure the Scintinel newsletter Editor receives all pertinent club information prior to each deadline of the Scintinel.

Scintinel deadlines are the first of February, May, August and November.

Annual Requirements

Complete Annual Report for HOSSC July Annual General Meeting containing number of articles written and subjects that were published in the Scintinel which will be filed with the Secretary.

Quarterly Requirements

Articles shall be submitted of all past and upcoming HOSSC events. Any photos available shall be included with the information submitted.

Submit information for page two (2) of the Scintinel of all upcoming HOSSC events for the next quarter.

General Requirements

Ensure that all information is submitted at least one week prior to deadlines. Ensure that you are aware of what was published in the last Scintinel.