**PLAN OF ACTION**

**Newsletter Editor**

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To help BPW become the leading advocate for working women, The BPW/Kansas Newsletter “THE ADVOCATE” will provide information and educational articles to BPW/Kansas members. Recognizing the need for members to be fully informed, the newsletter will provide timely articles on programs and issues, review BPW activities, offer legislative updates and highlight member activities and achievements.

Any person, committee, or local organization may contribute to the BPW/Kansas Newsletter. Information about local organizations, their activities and outstanding programs maybe submitted for publication. State officers and chairs are encouraged to submit articles to the newsletter to keep BPW/Kansas members informed of activities. Personal achievements of members are accepted too.

Deadlines and mailing dates for the four publications of the BPW/Kansas newsletter are listed on the attached page. A list of articles for each publication is included. Due to page restrictions, pictures are limited. Members and others may purchase advertising to include in the newsletter in accordance with the advertising plan adopted in 2013 and updated 2017. The Editor reserves the right to edit all items for final production.

To receive a copy of the publication and/or to change your mailing or email address contact BPW/Kansas Executive secretary Dr. LewAnn Schneider, drlewann@twinvalley.net .

Advocate Dates 2023-2024

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| **Month** | **Mail Date** | **Due to Diana**  | **Articles included** |
| August | August 24 | August 10 | President’s messages, Call to Fall Board, New President’s Awards, Goals and focus issue, Covid Precautions, Dues Information, Treasurer’s information, Issues Management, Public Relations, Foundation information, Convention/ Fall Conference, Fall Board information and Registration, Calendar |
| November | November 16 | November 2 | Convention/ Conference Highlights, Fall Board, Convention award recipients. New Year Woman of the Year. Business of the Year award requirements, Hall of Fame, Young Careerist & Individual Development, Foundation Scholarships, Legislative, March 1 Nominations for state officers deadline, Calendar |
| January | January 18 | January 4 | Call to Spring Board, Board and Conference agenda/registrationAward Deadlines (ID/YC Business of the Year, Woman of the Year, Hall of Fame, Scholarships) President’s awards, Foundation, Equal Pay Day, Nominations for state officers deadlines, Calendar |
| April | April 19 | April 5 | Nominations, Membership, president’s awards, calendar, Call to Convention, State Convention agenda, registration, hotel information, Scholarship winners. Spring Board/Conference Highlights, Calendar |

Meetings

 Fall Conference October 7-8, 2023

 Spring Conference March 16-17 2024

 Convention May 17-19, 2024