

Immaculate Heart Academy Newsletter Content Guidelines

PART I – ARTICLE CONTENT

The majority of articles published in the IHA Newsletter are written by AnneMarie Vaughn P'22, '29, IHA's director of communications & marketing, who also serves as the publication's editor-in-chief.

These sections include, but are not limited to:

- General articles about the **school's academic programs, classroom and coursework, athletic news, faculty and staff news, club news, development news**, etc.
- **Awards/achievements**, including but not limited to Distinguished Scholars, Soaring Eagle Awards, National Honor Society Awards, National Merit® Achievements, Honors Convocation Awards, Service Awards, AP® Scholar Awards, Graduation Awards, Induction Ceremonies, etc.
- Articles about **school events** including but not limited to performances and art shows, fundraisers, receptions, retreats, holidays, career panels, field trips, proms, sports signings, events for alumnae, and special IHA-specific events, including but not limited to Big Sister/Little Sister Day, Junior Ring Ceremony, Graduation, College Signing Day, and Reunion Weekend
- **Scene Around IHA** – photos and captions written by the editor-in-chief of happenings at Immaculate Heart Academy
- **Save-the-Dates** for upcoming IHA events
- **Did You Know...** – both submitted/collected content about current students, faculty, and staff
- **Upcoming Events** – upcoming school events are traditionally laid out on the outside back cover
- **In Memoriam** – a list of submitted/collected names of IHA community members who have passed away

PART II – SUBMITTED CONTENT

Certain sections of the IHA Newsletter are comprised of submitted materials, including both text and photography. These submitted materials are proofed and edited by the editor-in-chief and published at the discretion of the editor-in-chief, with final approval by the IHA administration.

- **President's Corner** – submitted by the IHA president
- **Seasonal Sports Reports** – submitted by IHA director of athletics/coaches and edited by the editor-in-chief
- **Did You Know...** – content both submitted and collected about current students, faculty, and staff

- **Alumnae Class Notes** – submitted text and photography regarding life updates from graduates of Immaculate Heart Academy, including but not limited to engagement, wedding, and birth announcements; education and career updates; gatherings/reunions with other IHA alumnae; etc. The Class Notes section consists of life update submissions from our alumnae that do not necessarily reflect the beliefs and/or teachings of Immaculate Heart Academy and/or the Catholic Church. Submissions to the newsletter for book/music sales, new business opportunities, or funding campaigns are limited to one per individual/project, and will not be recurring in subsequent newsletters.
- **In Memoriam** – a list of submitted/collected names of IHA community members who have passed away

PHOTOGRAPHY

The majority of photos published in the IHA Newsletter are taken by approved IHA photographers including but not limited to Mike Hamlett, school photographer; AnneMarie Vaughn, director of communications & marketing; and other IHA faculty and staff members.

Additionally, students, parents, alumnae, and alumnae parents submit photos to be considered for publication. Submitted photos are published at the discretion of the editor-in-chief, with final approval by the IHA administration.