



Chex Mix Submission Form

Chex Mix is the weekly e-newsletter distributed on Thursdays to all chapter executives and chapter staff by the Chapter Relations Department. It includes relevant news, information, deadlines, reminders, and forms for chapters.

INSTRUCTIONS:

- Deadline for submissions: **Tuesday at noon CT** for that week's issue.
- Fill out all fields below – 2 pages.
- Do not use first or second person – “we”, “our”, “you”, “your”, etc.
- Include a clear call to action for the chapters. Be specific. Where applicable, provide sample promotional language for chapters to copy/paste into their communications. Be sure to label as “sample promotional copy”.
- Submit copy that is ready for publication.
- Click “Submit Form” at the top right corner of the form to email to chexmix@aafp.org and include any attachments.
- Contact Amy Richards at arichards@aafp.org at ext. 6811 with questions.

Note: Content may be edited before distribution. Anything other than slight modifications will be sent back to the author for final approval.

1. **Title of Article:** _____

2. **“Teaser Copy” (1-3 sentences to be used in the newsletter and linked to the full article on the website.):**

3. **Full Article Copy (This will be the full article listed on the website, and linked to from the newsletter.):**

You Must Complete Page 2

4. **Keywords (Used for searching the chapter staff website for this article/related information.):**

5. **Contact to be listed in the article:**

Name: _____ **Email:** _____ **Phone/ext:** _____

6. **List any attachments and hyperlinks to be referenced:**

7. **Date article is no longer relevant:** _____