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# THE VIRGINIA COUNSELOR

*The Official Newsletter of the Virginia Counselors Association*

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## WELCOME VCA BOARD MEMBERS!

### GENERAL INFORMATION

This year we are striving for five on-line issues posting in August 2013, October 2013, December 2013, March 2014 and May 2014. Every issue includes VCA's Professional Development Calendar and highlights news and events from each of the Committees, Chapters and Divisions. You may also contribute articles for special features such as workshop reviews and member highlights.

### WHAT ARE YOUR NEWSLETTER RESPONSIBILITIES?

- **All Committees should submit a report for each issue.**
- **Chapters and Divisions must submit an article of substance for at least one issue a year, *in addition to regularly submitting professional development opportunities and chapter news.***
- Assign a member to cover workshops that your chapter or division sponsors.
- Take lots of pictures at VCA events!
- Respect the deadlines. While extensions can often be accommodated, please tell us *in advance* that you have something to submit.
- Notify us about articles in other media that you would like to see reprinted in The Virginia Counselor. We may be able to obtain permission to reprint articles of interest.

### SUBMISSION GUIDELINES

Articles: Please send articles as an email attachment in MS Word (not embedded in the message of the email).

Pictures: Here are some tips for sending digital photographs that will look great.

- Set your digital camera to the best photo setting (minimum 300 dpi).
- Save files as JPEG (minimum 300 dpi).
- Email photos as attachments (not in the message or placed in a word file).
- Please identify everyone in the photo and provide a caption.

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## 2013-2014 VCA Newsletter Schedule

Submission Deadline	Target Date to be Posted On-Line	Chapters & Divisions Responsible for an article of substance & Other News Requested
September 1, 2013	September 16, 2013	Richmond VCCA Roanoke VACES Awards Chair (2013 applications) Convention 2013 Announcement
October 11, 2013	October 25, 2013	Apple Valley Northern VA VCDA Prince William
December 13, 2013	December 30, 2013	Legislative Day Rappahannock VASGW Awards (2013 awardees) Convention 2013 Programs
March 16, 2014	March 29, 2014	New River Valley Peninsula Hampton Roads VAMCD VAMFC Elections 2014-2015 Nominations
May 18, 2014	May 31, 2014	Lynchburg Western Tidewater Southwest Central Valley VA-ASERVIC Convention 2014 Announcement Elections 2014-2015 Results

**IN EVERY ISSUE:**

**President's Message – Edward Magalhaes**  
**Professional Development – Stan Rockwell**  
**Chapter News – TBD**  
**Division News – TBD**  
**Advocacy & Legislative – Becky Bowers-Lanier**  
**Membership – TBD**  
**Convention News – Gerard Lawson (2013)**  
**Convention News – Summer Tetterton (2014)**