



RIDE Rhode Island
Department
of Education

Field Memo Item Submission

The Field Memo was designed to connect and engage our communities with exciting news updates, and upcoming opportunities. Please be aware that RIDE provides this opportunity as a courtesy and reserves the right to not include any submitted item if the item does not meet our criteria or is otherwise not representative of the Department's policies.

Deadline: 5:00 PM *Thursdays* (unless notified otherwise for holidays, etc.) for that week's memo.

Item Requests

❖ **REQUEST PROCESS**

Items can only run two memos in a row as-is to keep the memo from being too long or repetitive. If an item absolutely must run for an additional week(s), it must be significantly shortened or altered.

Item Guidelines

❖ **Items submitted:**

- Must be a concise summary (up to 5 sentences, not including title line)
- Must be written in the third person with no formatting except for links
- Should have links to more information.
- ****Condensed (e.g., goo.gl, bit.ly,youtu.be, tinyurl.com) or tracking (e.g., from newsletters) links will not be accepted since they are often flagged as spam****
- Must not be an attachment or image, nor include attachments or images

❖ ALLOWABLE TOPICS

1. Education-focused event for students, teachers, administrators, schools, and districts; if a conference: low cost, scholarships available, or free to attend
2. Professional learning opportunities for teachers or administrators (advertising for commercial services or products will not be accepted).
3. Education-focused contest or competition for students, teachers, administrators, schools, districts
4. Free, high-quality curricular or instructional materials that are not marketing in disguise
5. Grant or fellowship for districts, schools, teachers, students
6. Scholarship for students
7. Local internship opportunity or credentialing for Rhode Island students

❖ ALLOWABLE SOURCES

1. Educational organization or association,
2. Non-profits & Government agencies
3. Educators & Community partners
4. Foundation* & Business* (*educational purposes or opportunities only)

❖ IMPORTANT TIPS

- Condensed (e.g., goo.gl, bit.ly,youtu.be, tinyurl.com) links will not be accepted since they are considered spam and a potential security risk.
- *Do not* paste an item copied from a memo or newsletter *unless* you replace any tracking links with their destination address. iContact *will not* send emails with tracking links and will not identify which link is making the error, resulting in each link in the entire memo having to be checked individually.
- Items of a non-educational, commercial, advertising, marketing, for-profit, fundraising, or political nature will not be included.
- Must not be an attachment or image, nor include attachments or images
- Once received, items may be edited by our team for formatting, length, or layout purposes.
- Each memo is built from scratch, so item re-runs require a separate request for a second memo inclusion. Items can run in no more than two consecutive memos without substantial changes.