



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.

RIDE 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.

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

RIDE Item Guidelines

❖ GUIDELINES

- Items should provide a concise overview and key information.
- Format items as a title line and up to
 - ⊖ 7 sentences (approx. 1.5" in a normal margin Word document)
- Limit text formatting to **bold** (dates, title line), *italics* (emphasis, document, or event names), and [links](#) (as formatted in Word).
- Descriptive links *only* (e.g., proper name of the document, event, or website; action, e.g., "register online"; description, e.g., "article on early learning") – *not* "here" or "click here" or "online".

❖ 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.

Non-RIDE Item Requests

❖ ALLOWABLE TOPICS

1. Education-focused event for students, teachers, administrators, schools, districts; if a conference: low cost, scholarships available, or free to attend
2. Professional learning opportunity 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 agency
3. Educators & Community partners
4. Foundation* & Business* (*educational purposes or opportunities only)

❖ IMPORTANT TIPS

- Items of a non-educational, commercial, advertising, marketing, for-profit, fundraising, or political nature will not be included.

Non-RIDE Item Submission Guidelines

- Deadline is 5pm. *Thursdays* (unless posted otherwise) for that week's memo.
- Email fieldmemo@ride.ri.gov with the item as text in body of email.
- 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

❖ IMPORTANT TIPS

- 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.