Guidelines for the Use of the NCRG Website for Chapter Newsletters

Submit newsletters to webmaster@ncrgmafca.com.

1. Use is for NCRG member chapters in good standing and is at no cost to the Chapter. The goal is to assist in reducing chapter newsletter publishing and mailing costs. This would also improve communications between NCRG Chapters and hopefully other MAFCA Chapters. This 'posting of a newsletter' is an excellent opportunity to share ideas, info on tours, events, youth awards, insurance issues, banquets, swap meets, etc. This would also be an additional benefit and reason to join and be a member of the Northern California Regional Group.

2. A member chapter may use it to contain up to two monthly chapter newsletters at a time. This will help in containing and managing the overall storage capacity of the host NCRG site.

3. Files must be submitted to the webmaster in pdf format.

4. Filenames must conform to the file naming convention (see below).

5. For the sake of continuity, conformance, and management, the maximum file size should be kept under 10M-12MB. Larger files may be declined and returned by the webmaster. Care must be exercised to reduce the size of photographs or other graphic elements to an appropriate level before these elements are pasted into a chapter's newsletter prior to converting it to a pdf document. Any problems encountered 'loading' the file into the NCRG website become the responsibility of the submitting Chapter to resolve.

6. All submitted newsletters must promote MAFCA and the Model A hobby, be in good taste, be non-political, and utilized for non-commercial purposes. (A chapter's newsletter may contain their normal vendor-supported advertisements.) All copyright laws, rules, and provisions would apply.

7. Any or all newsletters may be removed or deleted from the NCRG website at any time at the sole discretion of the webmaster or the NCRG President.

8. The NCRG Board of Directors retains the right to discontinue this newsletter hosting at any time.

Naming Convention for Website Chapter Newsletter PDF Files

Please use the following naming convention for the newsletter pdf files submitted. The generic filename should look like this :

(shortened chapter name) -news- (mm) - (yy) .pdf

For example, the March 2008 issue for the Acorn A's

would be named Acorn-news-03-08.pdf. Here is a list of the pdf filename templates for each NCRG chapter:

Acorn A's	Acorn-news-mm-yy.pdf
Auburn A's	Auburn-news-mm-yy.pdf
Capitol A's	Capitol-news-mm-yy.pdf
Chico A's	Chico-news-mm-yy.pdf
Delta A's	Delta-news-mm-yy.pdf
Diablo A's	Diablo-news-mm-yy.pdf
Eel River A's	EelRiver-news-mm-yy.pdf
El Camino A's	ElCamino-news-mm-yy.pdf
Feather River A's	FeatherRiver-news-mm-yy.pdf
Gra-Neva A's	GraNeva-news-mm-yy.pdf
Hangtown A's	Hangtown-news-mm-yy.pdf
Henry's A's	Henrys-news-mm-yy.pdf
Humboldt A's	Humboldt-news-mm-yy.pdf
Lake County A's	LakeCounty-news-mm-yy.pdf
Marin A's	Marin-news-mm-yy.pdf
Modesto Area A's	Modesto-news-mm-yy.pdf
Mother Lode A's	MotherLode-news-mm-yy.pdf
Napa Valley A's	Napa-news-mm-yy.pdf
Oakdale A's	Oakdale-news-mm-yy.pdf
Oroville Golden Feather A's	Oroville-news-mm-yy.pdf
Redding Rambling A's	Redding-news-mm-yy.pdf
Sagebrush A's	Sagebrush-news-mm-yy.pdf
Santa Clara Valley Chapter	SantaClara-news-mm-yy.pdf
Sis-Q-A's	SisQ-news-mm-yy.pdf
Sonoma A's	Sonoma-news-mm-yy.pdf
Sonora A's	Sonora-news-mm-yy.pdf
Spark'N A's	SparkN-news-mm-yy.pdf
Tokay A's	Tokay-news-mm-yy.pdf
Touring A's of California	Touring-news-mm-yy.pdf