

R7HSA Head Start Sand Box™

## CALL FOR SUBMISSIONS

We need articles and photos of your Head Start/Early Head Start Program in action!

## Thank you for your interest in writing for the R7HSA Head Start Sand Box™ magazine!

The Region VII Head Start Sand Box™ provides a powerful venue to showcase your program or organization to a broader audience of peers, legislators, partners, educators, the corporate sector, and more. The R7HSA Head Start Sand Box™ also provides opportunities to volunteers who have a passion to write, serve as an editor or advertisement/sponsorship recruiters. Join us as we promote Head Start in Region VII with the use of this resource full of inspirational and educational content that demonstrates program success on the road to school readiness!

Please email your articles to [mikebaugher@r7hsa.com](mailto:mikebaugher@r7hsa.com) as a Word document attachment. Be sure to include the R7HSA Head Start Sand Box™ Submission Form, Checklist, and Release with your submission.

*Note: photos need to be high resolution and emailed as JPEG files. As a rule, file sizes should be larger than 500kb to ensure clarity in print. Captions must accompany photos. Your agency is responsible for obtaining the proper consent and release forms for anyone in a photo being published in the Sand Box.*

Please consider taking advantage of this Region VII Initiative and get published!

### Questions about getting started?

Contact R7HSA and let us walk you through the process of submission.



Submission due dates:

Spring Issue: April 15  
Fall Issue: October 15

Summer Issue: July 15  
Winter Issue: January 15

### Questions?

Email [MikeBaugher@R7HSA.com](mailto:MikeBaugher@R7HSA.com) or call 816.550.6388.

**www.R7HSA.com**





## R7HSA Head Start Sand Box™ Magazine Submission Checklist

**Topic suggestions:** innovation, data, health, physical movement, partnerships, family engagement, program initiative, children in action, parent leadership, events, staff spotlight.

### Publication documentation included:

- ☐ Article in Word
- ☐ JPG photos (minimum size 500kb)
- ☐ Head shot photo of the author
- ☐ Release & Consent (if applicable)

Typical article length is 600 to 800 words.

R7HSA reserves the right to edit accepted articles as needed for publication.

Pictures and stories featuring children and families must accompany a signed/dated release and will not be returned after use.

***Photos need to be high resolution and provided as JPEG files. As a rule, file sizes should be larger than 500kb to ensure clarity in print.***

### Questions?

Email MikeBaughner@R7HSA.com or call 816.550.6388.

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# Submission Form

Your organization: \_\_\_\_\_

Person submitting: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## *Submissions must include agreement and acknowledgment of the following:*

By signing below, you are providing R7HSA copyright use of the article for publication in the R7HSA Head Start Sand Box™ magazine. You further agree that the story/article/submission is true and was created within your organization (not copied from another source), and that you are 18 years of age or older. If your story identifies persons under the age of 18, you further agree that the appropriate parental/guardian release information is on file at your program for the purpose of publication in the R7HSA Head Start Sand Box™ magazine. You consent to the publication of your organization and name, if applicable, and identifying information included in the story/submission for use without a time limit. You agree not to hold the Region VII Head Start Association, its Board of Directors or representatives liable for errors, and will hold them harmless for editorial changes/formatting and readability.

Signature and date on the space below indicates your understanding and agreement with the statement regarding your submission:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

The R7HSA Head Start Sand Box™ is supported by advertisements and contributions. Please share the R7HSA Head Start Sand Box™ Media Kit with individuals in your area that may be interested in showcasing their company/organization by advertising in this unique Region VII publication.

[www.R7HSA.com/publications](http://www.R7HSA.com/publications)

*Disclaimer: R7HSA reserves the right to restrict print distribution of the R7HSA Head Start Sand Box™ magazine based on funding.*

## Questions?

Email MikeBaugher@R7HSA.com or call 816.550.6388.

**[www.R7HSA.com](http://www.R7HSA.com)**



## REGION VII HEAD START ASSOCIATION

# RELEASE AND CONSENT

The undersigned hereby irrevocably, knowingly and voluntarily grants to Region VII Head Start Association ("R7HSA") his/her consent to the use of his/her name, likeness, image, attributed quotations, and/or other identifying materials by R7HSA and its subsidiaries, affiliates, and agents.

R7HSA shall have permission to use, re-use, publish and re-publish photographs, portraits, pictures, images, videography, attributed quotations, and other identifying indicia of the undersigned, or in which the undersigned may be included, in whole or in part, in complete, partial, or composite form, without restriction as to changes or alterations, in color or otherwise, made through any medium now or hereafter known, alone or in conjunction with any wording.

R7HSA is authorized to use the image, likeness, name, attributed quotations, and/or other identifying indicia of the undersigned for purposes of advertising, award presentations, publicity, trade, display, exhibition, and any other commercial or other business purpose solely in connection with marketing materials related to or in connection with management and consulting services.

The undersigned understands and agrees that no additional compensation will be paid for the use or subsequent re-use of such materials. The undersigned acknowledges that he/she has read the foregoing; fully understands the contents; agrees to the terms, without reservation; and is at least eighteen (18) years of age and competent and capable of giving consent. This release shall be binding on the undersigned and his/her heirs, legal representatives, and assigns.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(If the model pictured is under 18 years of age, signature of parent or legal guardian is required)*

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email Address & Phone: \_\_\_\_\_

Acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_\_



Region VII Head Start Association

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### Questions?

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