

**WASHINGTON LIBRARY ASSOCIATION**  
**Newsletter Fund Request**

The \_\_\_\_\_ Interest Group  
applies for newsletter funding for fiscal year \_\_\_\_\_ (fiscal years run 8/1-7/31) from the WLA  
board and agrees to the following:

- To follow the publication guidelines as established and approved by the WLA board
- To mail/distribute copies of each issue to all members of the WLA executive board, committee and interest group chairs and to WLA Association Coordinator. If produced in the WLA office these copies will be part of the production run; if produced elsewhere 50 copies may be sent to the office for this distribution.
- To indicate on this request form whether or not photo-reproduction, assembly and mailing will be done by editors or WLA office. *If office is to reproduce and/or mail the deadlines established by the Association Coordinator must be met.*

IG Chair (print name) \_\_\_\_\_ work phone \_\_\_\_\_

Signature \_\_\_\_\_

IG Group \_\_\_\_\_

IG Newsletter Editor: \_\_\_\_\_ Library \_\_\_\_\_

work phone \_\_\_\_\_ fax \_\_\_\_\_ email address \_\_\_\_\_

Number of issues planned: \_\_\_\_\_ Early Fall (yes/no) \_\_\_\_\_

Late Fall/Wtr (yes/no) \_\_\_\_\_ Pre-Conference (yes/no) \_\_\_\_\_ Late Spr./post Conf. (yes/no) \_\_\_\_\_

Interest group will assume all responsibility for production, assembly & mailing (request mailing labels from WLA office at least two weeks prior to mailing) yes \_\_\_\_\_

or

The Interest Group will provide the WLA office with “clean copy” (paper or disc Word for Windows 98) on or before the quarterly deadlines (Mailing will occur within two weeks after deadline) yes \_\_\_\_\_

**MAIL, FAX or EMAIL this request to BOTH the WLA Treasurer & the WLA OFFICE:**

Monica Weyhe, WLA Treasurer, Yakima Valley Regional Library, 102 N. Third St., Yakima, WA 98901; (509) 452-8541 x702; FAX (509) 575-2093; email <mweyhe@yvrls.lib.wa.us>

Gail Willis, WLA, 4016 1st Ave NE, Seattle, WA 98105-6502; (206) 545-1529 or (800) 704-1529 outside greater Seattle; fax (206) 545-1543; email <washla@wla.org>