

The Ashford Citizen
Policies & Procedures
As Amended by BOS AUGUST 29, 2023

General Policies

- The *Ashford Citizen* is a local government sponsored newsletter made possible by town taxes and advertising, and the production efforts of the *Citizen* Editor.
- The *Citizen* is a limited public forum and its limited purpose is to inform the public about news pertaining to local government activities and offer a vehicle for local area organizations and businesses to advertise events, products and services.
- Residents and Ashford taxpayers will receive the *Citizen* at no charge (every Ashford mailbox and P.O. box). Non-profit groups and taxpayers who live out of town should contact the *Citizen* to be put on the "no charge" mailing list. All other parties may receive the *Citizen* for a \$30 annual donation.
- The *Citizen* will be delivered by the 1st of each month (every Ashford mailbox and P.O. box). Copies of the *Citizen* will also be made available in Ashford Town Offices.
- All submissions must be received by the **15th** of each month. Submissions received after the cutoff date for an issue will not be published. **No exceptions.**
- All items for the *Citizen* must include the submitter's name, address, and telephone number for verification. Items written on behalf of an organization require the signature of an authorized representative.
- The *Citizen* reserves the exclusive right to revise or reject all materials submitted for publication. As this publication is a limited purpose publication which is heavily subsidized by Ashford taxpayers in order to provide public information, the following will not be accepted: political ads/articles; opinion letters; religious, or other interest group ads/articles that go beyond an invitation to a program, event or time; explicit/exploitive, obscene or degrading text, pictures/illustrations; offensive, proselytizing or slanderous articles.
- Readers should be aware that opinions or articles by individual writers or organizations are not necessarily those of the *Citizen*.
- Paid submissions are limited to a half page maximum.
- Paid submissions must be **pre-paid**; cash, or check written to the **Town of Ashford**.
- The Ashford Town Clerk's Office will take payments. Payments may be mailed or dropped in the Town drop box.
- Article and ad submissions should be made to ashfordcitizen@ashfordtownhall.org

Publication Policies ("publisher" refers to Town of Ashford)

- All advertising is placed on a space-available basis. When ad-to-copy ratio is met, the publisher reserves the right to close the issue to any or all incoming submissions prior to the stated deadline.
- The publisher reserves the right to allow advertising at no charge or to refuse any advertising that, at its sole discretion, is determined not to be consistent with the limited public purpose of the *Citizen*.
- The publisher reserves the right to refuse service to a commercial business that has previously been in default of payment.
- The publisher assumes no liability for typesetting or printing errors on ads submitted by the advertiser. In the event of errors by this newsletter, corrections will be run at no cost to the advertiser in the next available issue. It is the responsibility of the advertiser to

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notify the *Citizen* Editor of any errors prior to the deadline date for the next issue in which the ad is to appear again.

- The publisher assumes no liability for submissions that do not meet size and/or quality requirements.
- Acceptance of articles or advertisements for publication in the *Citizen* does not constitute an endorsement of the products or services advertised.
- All advertisements and other submissions are subject to publisher's approval consistent with the limited public purpose of the *Citizen*.
- The publisher's liability is limited to the direct cost of the advertisement.

Procedures – Town & Public Submissions

1. Articles and ads must be emailed and sent as Word docs. Photos must be in jpg format. Google docs cannot be accepted as we do not have the capability to work with them.
Exception: Special arrangements must be made by the 13th of the month with the *Citizen* Editor in the event that the Submitter does not have access to a computer.
2. Half page articles/ads may be submitted as Microsoft Publisher pages, but must observe "A" margins, stay within the margins, and not leave extra text or images littered all over the page.
3. Commercial advertising will only be accepted with pre-payment.

Procedures – Citizen Editor

1. A town-owned computer/laptop will be provided for publishing the *Ashford Citizen*.
 - a. The computer/laptop is only for use by the Editor and/or others designated by the Board of Selectmen.
 - b. Use of the computer/laptop is limited to *Ashford Citizen work only*. It is not to be used for any other purpose.
 - c. The only software allowed on the computer is that which has been approved by the Board of Selectmen (BOS). Software can only be added/updated/maintained by the Town's Information Technology Services vendor.
 - d. The user of the laptop is accountable for ensuring that it is kept in a secure location and shall be personally responsible for its safekeeping.
2. The Editor does not write opinion pieces or comments.
3. *Citizen* publications are to be reviewed by the First Selectman prior to being sent to the printer.
4. Calendar for *Citizen* production:
 - a. 15th of Month: Cut-off date for submission of articles/ads
 - b. 15th-20th: Completion of draft version
 - c. 20th-21st: Final version ready for submission to print & distribution vendor
 - d. 21st-22nd: Final version emailed to print & distribution vendor
 - e. 26th-31st: Printing completed, assembled and delivered to Ashford Post Office
 - f. 1st-2nd: *Citizen* received by local residents and businesses
 - g. 2nd-5th: *Citizen* received by out-of-town subscribers

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Advertising Rates

	Per Month	Per Year
Business Card (3.375" wide by 2" tall)	\$20	\$220
1/4 Page	\$30	\$320
1/2 Page	\$60	\$660

No Charge Advertising

- Articles/Ads will be published at no charge for all **Town Departments, Boards, Commissions and Committees**, including, but not limited to:
 - All LEGAL NOTICES
 - Special Pages:
 - Annual Directory & Meeting Schedule
 - Annual Budget Calendar
 - Agriculture Commission
 - Animal Control
 - Ashford School
 - Assessor
 - Babcock Library
 - Board of Finance
 - Board of Selectmen
 - Conservation Commission
 - Earl Smith Senior Center
 - Economic Development Commission (EDC)
 - Land Use Department
 - Our Town Our Future Committee
 - Town Clerk (vitals, dog licensing, elections, monthly transfers, etc.)
 - Recreation Commission
 - Registrar of Voters
 - Social/Youth Services
 - Tax Collector
 - Transfer Station/Public Works

- Articles/Ads will be published at no charge for **Ashford-based community groups and 501 (c) (3) organizations**. Each will be limited to one submission per month. Requests to add other organizations/groups to this list should be submitted in writing to the *Ashford Citizen* Editor.
 - Ashford Arts Council (AAC)
 - Ashford Houses of Worship
 - Ashford Clean Energy Task Force
 - Ashford Historical Society
 - Ashford Housing Authority
 - Ashford Pollinator Pathway

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Ashford Senior Center Organization (ASCO)
Ashford Volunteer Fire Department (AVFD)
Ashford Volunteer Fire Department Auxiliary
Ashford Women's Group
Boy Scouts
Friends of the Babcock Library
Hungarian Social Club (HSC)
Joshua's Trust
Veterans Representative

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Disclaimer for Page 2 of each Monthly *Ashford Citizen* issue

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- For more information about Ashford *Citizen* policies and procedures look in "The Ashford Citizen" section (under About) on the Town website, or pick up a copy at Ashford Town Offices.

Your Contacts:

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#860-487.4439

Email (submissions)

ashfordcitizen@ashfordtownhall.org

Payments or Questions

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