South End Voice

**Mission**

The South End Voice (SEV) is a collaborative monthly publication by and for the people and community based organizations of Albany’s South End. The SEV informs residents about upcoming events, programs, and resources. The publication seeks to further empower the community by providing residents with a medium for self-expression.

**Content**

The South end Voice is housed in the Trinity Alliance Family and Neighborhood Resource Center. Issues are distributed on the **first Thursday of each month** and include a South End events calendar, community volunteer opportunities, organizational bios, articles, community resources, poetry, art, etc. The publication is a platform for South End organizations to communicate with each other and with the community about programs, resources and upcoming events. Each publication includes approximately 3 pages of legal sized paper printed on both sides.

**Partner Organizations and Community Members**

1) Partner organizations are community based organization working with or for South End residents. Partner organizations e-mail completed partner submission forms **by the 22nd of each month**. The Editorial Board will assemble and lay out the information submitted by partners. Partner organizations can use the publication to highlight their accomplishments and publicize upcoming events, volunteer needs, etc. Each partner will elect one representative to pass information to the editorial board and to speak for the organization.

2) Community members include individuals who reside, work, or volunteer in the South End. Community members who submit content to the SEV must fill out and sign the community submission form, which includes the following statement.

 *“I give the South End Voice (SEV) permission to use this submission in its publication. I understand that my submission may appear in any SEV issue and may be altered or abridged slightly to fit the publication. I understand that I have the right for my authorship to remain anonymous to the public if I check the box that says anonymous.”*

**Submissions**

Submissions from partner organizations and community members should be less than 350 words unless determined otherwise by the Editorial Board. Submissions cannot be used to solicit money from readers. The Editorial Board reserves the right to choose which submissions are included in the publication. For example, the board my decline to include a submission that it determines to be profane, discriminatory, libelous, defamatory, etc.

**Editorial Board**

The Editorial Board has been established to ensure diversity of content and to draw upon a broad range of expertize. The Editorial Board consists of individuals residing, volunteering, or working in the South End. Members of the board will act as their organization’s representative unless specified otherwise. The board meets on **the last Tuesday of each month from 1-3pm** to compile, organize, and edit content of the next month’s publication.

**Distribution**

Trinity Alliance supplies legal sized paper to all partners. The Editorial Board provides an e-mail of content ***or*** a hard copy for our partners to print or copy. As of now, each community partner will be responsible for printing and distributing issues based on its resources and readership.

**Timeline**

Submissions are due the 22nd of the month. The Editorial Board will meet on the last Tuesday of each month from 1-3pm. Issues will be distributed on the first Thursday of each month.

**Get Involved**

If you are interested in becoming a partner or learning more, please contact Michael Parsons (518) 449-5155 x105 southendvoice@gmail.com