

## Your To Do List:

- Print this Document
- Complete Participant Registration form and email to [k.shardlow@ocna.org](mailto:k.shardlow@ocna.org) by **Friday August 9<sup>th</sup>**.
- Complete Newspaper information form
- Enclose in an envelope: - The two most recent editions of your newspaper
  - A large, **self addressed** envelope for returning your reviewed newspapers
  - Completed Newspaper information form
  - Credentials and Criteria form (for reviewer to complete)
- Address and mail/courier your package - On **Wednesday August 14<sup>th</sup>**, Karen will e-mail you with the contact person and address of the newspaper you will be participating with.
- Review your partner paper - All packages should be mailed no later than **August 23<sup>rd</sup>**. You should have received your papers for review by August 30. If you have not received your papers by this date, contact Karen Shardlow at 416-923-7724 Ext 4432 or [k.shardlow@ocna.org](mailto:k.shardlow@ocna.org). The deadline for completing your review is **October 4, 2019**.
- Mail/courier your partner's reviewed papers - Using the self addressed envelope enclosed, return your partners papers by **October 4, 2019**.
- When you receive your reviewed papers back to your office, please notify Karen Shardlow at [k.shardlow@ocna.org](mailto:k.shardlow@ocna.org) that your participation in the program is complete.