



Natural Resources Conservation Service
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September 10, 2012

KANSAS BULLETIN NO. KS260-12-3

SUBJECT: INF—Special Conservation Edition News Releases

Action required by: October 26, 2012

Purpose. To request news releases for special editions

Expiration Date. September 30, 2013

Each year news releases are provided that can be used in conservation editions by the conservation districts. In order to have them ready to be posted to the Web by the middle of December, we will need these by **October 26, 2012**.

Please have staff, as you determine, provide the Public Affairs Staff with at least one timely, newsworthy release. If during the year a field office provided a news release you feel would be of interest to field offices in other areas, please share it. News releases written by district personnel; district supervisors; Kansas Department of Wildlife, Parks and Tourism; Kansas Forest Service personnel; and our service center partners (Farm Service Agency, Rural Development, and Pheasants Forever) are encouraged.

Topics for news releases could include, but are not limited to: ag waste, buffers, conservation compliance, conservation easements, conservation planning, cover crops, drought, Earth Team Volunteer Program, maintenance of conservation practices, plant materials, rangeland health, technical service providers, tree planting, water conservation with irrigation, water resources, water quality, wetland and riparian activity (enhancement or restoration), Web soil survey, wildlife habitat, unique application of conservation practices, etc. **Please try to keep the news releases to two double-spaced pages.**

News releases should be created in Microsoft Word. So files will not be overwritten, **area office** employees should name files **nrao????.docx**, replacing the question marks with the respective area number and writer's initials (i.e., nrao1tmf.doc). **State office** employees should name files **so????.docx**, replacing the questions marks with the writer's initials. Both area and state office employees should upload the files to the [Conservation Editions Document Library](#) SharePoint site.

District personnel, service center partners, etc. should also create their news releases in Microsoft Word and forward to Mary Shaffer by e-mail with the Subject: Conservation Editions. To help her readily identify that it is a news release, please start the file name with "nr" and include a keyword or an abbreviated title.

Contact: Mary D. Shaffer, Public Affairs Specialist, 785-823-4571, or mary.shaffer@ks.usda.gov

(signed)

ERIC B. BANKS
State Conservationist

DIST: A, S, PMC, Mitchener (KDWPT), Biles (KFS), and Riley (PF)

Helping People Help the Land