

Current verbiage: partially at the bottom of <http://sandiaheightsgrit.app>, also the previously discussed Classifieds & Local Events Policy

https://docs.google.com/document/d/12HGIUDCg_xbOSNsEJtQA3q1XuW-GVppUxrzMIFL3KEE/edit?usp=sharing

GRIT Content Rules & Submission Guide

Approved by the Communications & Publications Committee: June 22, 2026

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Purpose

The GRIT is intended to be informative, constructive, and neighborly. We encourage content that educates, celebrates community involvement, shares useful information, and helps residents connect with one another.

Articles are generally most effective when they explain issues, provide context, share experiences, or offer solutions. Content that focuses primarily on criticism, complaints, or repeated reminders is less likely to be effective. Such content may be edited for tone and clarity, or may fail to pass editorial review.

When submitting content, please select the category that best matches your submission. Editors may reassign submissions to a different category when appropriate.

GRIT Section-Specific Guidelines and Rules

Community Contributions

Community Contributions is the primary section within the GRIT for resident-submitted content.

Most submissions received through the GRIT submission portal will be considered for publication in Community Contributions unless another section is more appropriate.

This section may include submissions from residents, Board members, committee members, office staff, and other community contributors when they are writing in a personal capacity rather than on behalf of SHHA or an SHHA committee.

Examples include:

- Opinions and commentary
- Educational content
- Personal experiences relevant to the community
- Local history
- Nature and wildlife observations
- Neighbor appreciation
- Community announcements
- Other topics likely to be of interest to Sandia Heights residents

Content published in Community Contributions reflects the views of the author and does not necessarily represent the views of SHHA, its Board of Directors, committees, employees, or volunteers.

Classifieds

The Classifieds section provides a simple and equitable way for residents and local businesses to share brief announcements with the community.

Examples include:

- Services offered
- Items for sale
- Lost and found
- Requests for assistance
- Lessons or tutoring
- Pet sitting
- Babysitting
- Handyman services

- Similar personal or small-business announcements

Requirements:

- Maximum length: 300 characters
- Plain text only
- You may include contact information and website links. Long URLs may be shortened or converted to QR codes by the editors.
- No images, logos, flyers, or special formatting
- Open to residents and businesses with a physical presence in the Sandia Heights area
- Listings must be resubmitted each month if continued publication is desired
- Business-related listings are limited to one publication per calendar quarter to encourage variety and reduce repetitive content
- Publication remains subject to available space and editorial discretion

Local Events

The Local Events section provides a way to inform residents about upcoming activities and opportunities of community interest. Local Events are intended for community activities and public-interest events. Commercial advertising, promotional content, and business marketing disguised as event listings are not permitted.

Examples include:

- Community gatherings
- Educational programs
- Workshops
- Performances
- Fundraisers
- Meetups
- Similar public events

Requirements:

- Open to residents and organizations with a **physical presence in the Sandia Heights** area, or for events taking place within Sandia Heights and of interest to the Sandia Heights community.
- Event listings should include date, time, and location when applicable
- Listings must be resubmitted each month if continued publication is desired
- **Recurring events are not automatically republished**

Advertising

Any submission that includes images, logos, extended promotional text, or marketing style content may be treated as paid advertising.

For advertising inquiries, contact office@sandiahomeowners.org.

Submission Details

Submission Procedure

The preferred way to submit content is through the GRIT Submission Portal:

<https://sandiaheightsgrit.app>

Using the portal helps editors track submissions, communicate with contributors, manage revisions, and ensure content is routed to the appropriate section.

If you are unable to use the portal, submissions may also be emailed to:

griteditor@sandiahomeowners.org

Please select the category that best matches your submission. If you are unsure, choose the closest match and the editors will place it in the most appropriate section.

Photos and Graphics

Photos and graphics are encouraged and often help bring a story to life.

The GRIT is available in color online, as well as mailed to Sandia Heights households in black and white. Because The GRIT is distributed monthly to more than 1,800 households in a printed black-and-white format, contributors should select images that reproduce well in print. In particular:

- Images should be high resolution.
- Important details should remain visible when printed in black and white.
- Images should have sufficient contrast for easy viewing.
- Information should not rely solely on color.



Example: A graphic that works online but fails in print. This is easily remedied with a different color choice for the callout box and text.

What Happens After You Submit?

Editors may make edits for clarity, length, style, formatting, and available space.

Our goal is to preserve the author's voice and intent. If substantive changes are proposed, the editors will make a good-faith effort to provide the revised version to the author for review and approval. Minor editorial changes for grammar, style, formatting, or space constraints may be made without additional review.

While we strive to publish as many community contributions as possible, publication in a particular issue cannot be guaranteed. Depending on space, timing, and editorial needs, content may be published in a future issue, abbreviated, or occasionally declined.

For complete details regarding publication, editing, and contributor rights, please refer to the GRIT Submission Terms & Conditions.