

**UNITED STATES POWER SQUADRONS**  
**DISTRICT 9**  
**STANDARD OPERATING PROCEDURE**

Title:

**DISTRICT PUBLICATION**

No. **35**

Date Created: 20 Oct 2001

Revised: 01 Nov 2008

**1. PURPOSE**

**A. Purpose**

1. To communicate with the squadron membership utilizing a District Publication. This publication is created and reviewed by an Editor who reports directly to the District Commander.

**2. PUBLICATION & DISTRIBUTION**

**A. Name**

1. The District Publication shall be called INTERLAKER, reflecting District 9's unique geographical location with respect to the Great Lakes, Lake St. Clair and the many inland lakes and connecting waterways.
2. It is also a continuation of years of journalistic excellence of a District publication

**B. Distribution**

1. The INTERLAKER shall be issued electronically two times a year, at least 30 days prior to the two District Conferences.
2. To comply with the deadline imposed in SOP #7, all pertinent material for each upcoming issue shall be in the editor's hands no later than 75 days prior to the Conference (preferably electronically).

**3. INTERLAKER CONTENT**

**A. Call to Conference**

1. Agenda and seminar schedule
2. Biography of the National Representative (with photograph if available)
3. Message from the District Commander
4. Greeting from the Host Commander
5. Conference and hotel registration forms and directions

## **B. Officer Reports and Contact Information**

1. Reports by other District Bridge Officers or committee chairs of future or past activities, nominations, bylaws amendments, etc.
2. Directory of District Bridge Officers and Editor including their title, rank, name, grade, mailing address, phone number and e-mail address.

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**SOP 35 HISTORY:**  
CREATED : 20OCT2001  
REVISED: 01NOV2008