



Welcome to The Outlook Contributor Program (OCP)!

South Bay Writers Edition

We're thrilled to welcome members of South Bay Writers to The Outlook Contributor Program. Through this exciting partnership, SBW members will have the opportunity to receive **published bylines** through contributing meaningful journalism and personal reflections to a widely-circulated, community-centered publication.

As part of our agreement, SASCC provides free meeting space for SBW, and in return, South Bay Writers agrees to submit at least **three articles per quarter** for consideration in The Outlook.

About The Outlook

[The Outlook](#) is an Age-Friendly community newspaper dedicated to celebrating and strengthening the communities we serve. We provide accessible, uplifting, and hyperlocal journalism that fosters connection, encourages civic engagement, and shines a light on the people, events, and everyday moments that enrich the lives of residents of all ages. Successful Aging Solutions & Community Consulting ([SASCC](#)) publishes The Outlook.

What you can contribute

We welcome a wide range of submissions, including:

- Hyperlocal stories and interviews related to Saratoga, Los Gatos, Cupertino, and Santa Clara
- Creative nonfiction rooted in place or experience
- Thoughtful opinion pieces or essays
- Arts & culture coverage, or community profiles
- Historical retrospectives or neighborhood spotlights
- Pieces already published in SBW newsletter as long as they align to our focus
- Photos related to your stories (2-3 with captions and credits)
- Strong editors may contribute by fact-checking and editing

Note: Submissions must align with The Outlook's editorial standards and tone.

Tone & style

- Community-focused, uplifting, and engaging
- AP Style, with oxford commas!
- Story lengths: 500–800 words for basic features; 1,000-1,200 max for longform



How the process works

1. Pitching a story

- Email your pitch to outlook@sascc.org with:
 - Working title or topic
 - 2–3 sentence summary and angle
 - Any sources or photos you plan to use

2. Writing & formatting

- Use Google Docs
- Arial, 11pt font, 1.15 spacing
- Include a headline idea and your full name for your byline
- News and feature stories should address the "5 W's + H" (who, what, where, when, why, how)

3. Submitting your work

- Go to [South Bay Writers' Google Drive](#) folder
- Create a subfolder with your story title
- Upload:
 - Your article draft as a Google Doc
 - When applicable, high-resolution images (with captions/credits)
- Notify us via email at outlook@sascc.org once submitted

4. Deadlines

- First draft due: **15th of each month** (or following Monday if on a weekend)
- Must revise edits within 48 hours
- Revised articles go to print the first week of the following month

5. Journalism resources

- Need help with topics like AP Style, lead writing, story structure, active voice, quote attribution, or photojournalism? Check out these [resources!](#)

The **OUTLOOK**

a vision for our Age Friendly communities

Need additional support?

Brandy Maddox

Managing Editor, The Outlook

brandy@sascc.org

(408) 499-8570 (text ok)

We are so excited to read your work and feature your voices in The Outlook. Thank you for being part of this mission to uplift our community through storytelling!