



RTC WELFARE FUND RETIREE PROGRAMS

Tom Murphy, UFT/RTC Chapter Leader

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Reflections in Poetry and Prose



Reflections in Poetry and Prose is a yearly collection of published writings from retirees enrolled in our UFTWF Retiree Programs creative writing courses and/or retired UFT members across the country.

Please follow the guidelines below:

1. All manuscripts must be typed (12 font), easily legible and double-spaced on 8½ x 11 paper. The manuscripts must be e-mailed to Lynn.Lospensuso@uftwf.org or sent by mail (if **no** access to a computer) to UFTWF Retiree Programs, 52 Broadway, 17th Floor, New York, NY 10004 by the first Friday in December. The first page of every item submitted must contain the following information:
 - **NAME, ADDRESS and TELEPHONE NUMBER**
 - **LEARNING CENTER/OUTREACH SECTION**
 - **INSTRUCTOR (where applicable)**
2. Please observe only **THREE** pieces may be submitted (*maximum 750 words each*).
3. If you use a word, poem or expression in a foreign language, please include a translation or any accent marks.
4. Please do **NOT** send duplicates or have double-sided pages.
5. If you have any questions, please contact Lynn Lospensuso by e-mail at Lynn.Lospensuso@uftwf.org or at 212-598-9593.