

Unitarian Universalist PEACE Fellowship

Communications Committee

Community Bulletin Board Postings – Guidelines

December 1, 2010

The Community Bulletin Board (in the hallway across from the kitchen) provides a central point for sharing information with members, friends and visitors. To keep information timely, and to maintain a Unitarian Universalist focus, the Communications Committee recommends the following:

- Date every item posted.
If the article or item does not contain a publish date, please write the posting date on it
- Select appropriately-sized items to post in these shared spaces. Consider trimming, or extracting pertinent information and posting that portion.
- Mounting: Use stick pins or staples (if need). No nails or glue, please
- Do not use an original if you need to reclaim the item.
- To have your post noticed by those interested in the subject, please use the most appropriate section
- Remove items you plan to keep.

The Communications Committee will maintain the bulletin board and will periodically remove items if considered outdated or after three months — whichever occurs first.

The bulletin board is divided into three sections. Posted items should relate to one of the sections. The sections are:

<i>section</i>	MEMBERS	COMMITTEES	UU NEWS
<i>examples of items for each section</i>	<ul style="list-style-type: none"> • New member introductions • Articles in local newspapers, professional or trade journals regarding UUPF Members or Friends • Letters to Editors written by members 	<ul style="list-style-type: none"> • Poster about UUPF committee event • Article in local newspaper or UU journal about UUPF committee initiatives, etc. • Committee announcements 	<ul style="list-style-type: none"> • Posters/postcards announcing event at area UU congregation • TJD Announcements • UUA Announcements • News article regarding area UU congregation • News article, etc. regarding UU person known by a member

Other sources for posting items of interest are the monthly Newsletter and the weekly Sunday News.

SUNDAY NEWS DEADLINE: THURSDAY EVENING
NEWSLETTER DEADLINE: 24TH OF EVERY MONTH