



## 211OC Community Matters Newsletter Guidelines

Thank you for your interest in being a part of 211OC's Community Matters Newsletter!

All requests and announcements must be sent to [info@211oc.org](mailto:info@211oc.org) by Thursday at 4pm to be included in the Friday newsletter.

The following information will be included in the newsletter: Special Announcements, Funding Opportunities, Community Events, Conferences and Workshops, In-Kind Donations, Collaborations and Volunteer Opportunities.

Guidelines for the Community Matters Newsletter are as follows:

- Date
- Location
- Contact information
- Short description (2-4 sentences) of the event, workshop, training, etc.
- PDF flyer with detailed information (if applicable)
- Optional: A landscape image to accompany this post on the 211OC website

[Click here](#) for the template for the Community Matters Newsletter.

The Community Matters Newsletter will be sent out on Friday mornings to all subscribers.

We thank you for your cooperation!

The 211OC Collaborative Engagement Team



## Community Matters Newsletter Template

Date:

Location:

Contact:

Description:

Be sure to attach any PDF flyers you would like to be included.

We thank you for your cooperation!

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