



TIPS FOR CREATING A NEWSLETTER

1. Ask for volunteers to commit to writing the newsletter each month (parents or staff members).
2. Establish a release date for the newsletter (once a month, twice a month, once every 3 months, etc.)
3. Establish sections for the newsletter. For example:
 - Parent Section (needs, spotlights, for sale, etc.)
 - Teacher Section (teacher of the month, birthdays, etc.)
 - Books of the Month
 - Home Activities for Families
 - Center News (important dates, events, etc.)
 - Family Friendly Community Events
 - Community Resources
 - Curriculum Section (special projects, themes, etc.)
 - Health & Fitness Tips
 - Advocacy Section (community outreach, advocacy opportunities, etc.)
4. Establish how data will be collected for the writer and designate how the information is to be delivered. For example:
 - A Drop Box
 - Tray on the Desk
 - Email to Director or Designated Staff Person
5. Establish a due date to turn in materials.
6. Establish a deadline to have newsletter completed.
7. Determine what computer software to have or template you will use for your newsletter.

(See following page for a Newsletter Outline)



EFFECTIVE COMMUNICATION



NEWSLETTER OUTLINE

Today's Date: _____

Monthly Topic: _____

Due Date: _____

Writer: _____

Newsletter Release Date: _____

Newsletter Sections/Writer

1. Section: _____ Writer: _____

2. Section: _____ Writer: _____

3. Section: _____ Writer: _____

4. Section: _____ Writer: _____

5. Section: _____ Writer: _____

6. Section: _____ Writer: _____

7. Section: _____ Writer: _____

8. Section: _____ Writer: _____