

NEWSLETTER

Budget: _____

Members: Editor (1)

The Friendly News, published April through November, is sent electronically each month to all club members with an e-mail address. Members and Emeritus members without an e-mail address will submit nine stamped, self-addressed envelopes to the newsletter chairperson at the November monthly meeting for the following year's newsletters. The Telephone/Sunshine Committee makes copies to send via US mail to members and Emeritus members without email for receipt before the monthly meeting.

The Editor is chair of this committee and attends the monthly board meetings at the invitation/request of the President. The Editor needs computer/internet skills and access to (1) a program for newsletter design and (2) a program for e-mail delivery.

Each issue of the Friendly News usually contains:

1. The President's column
2. Information on the monthly meeting
3. Committee reports
4. Announcements of committee meetings
5. Reminders of upcoming events and activities
6. Gardening/landscaping/floral design/or environmental information
7. Introduction of new members
8. Updates on club members
9. Information regarding Michigan Garden Clubs, Inc./ National Garden Clubs Inc.

Calendar deadlines for article submissions, monthly reminders and delivery are set by the Editor and are currently as follows:

March: Set up **two** e-mail distribution lists

1. Officers, board members, committee chairs
2. All club members with an e-mail address,
plus the current District V Director and Michigan Garden Club President

April through November:

Two weeks and one day before the Tuesday monthly meeting **notify List 1** of the "article due date."

Six days before the monthly meeting **e-mail the newsletter to List 2.**