**Guidelines for Weekly Announcements**

**Q: What are we looking for in an item for the weekly announcements?**

**A:** We want the announcements to be **important information, relevant to the GMM** community. Items should be **short and to the point.** Coordination of requests for monetary or other donations like food, coats etc. from different committees should occur before the item is sent to the office.

**Q:** **Who should authorize entries?**

**A:** The clerk of a standing committee or subcommittee should review the entry and agree. We want neither outside agencies nor individuals making decisions about items to go in our announcements. Nor, do we want to put the burden of the decision on our office manager. Our office manager always has the option of asking any of the clerks or officers for an opinion.

**Q:** **What kind of entries should we place in the announcements?**

**A**: Items containing information that is relevant to what our **members and attenders need to know, or information committees want to share** about projects or events.

**Q: Where do I send entries and when do I send them?**

**A:** Send items to the office manager by the end of the day on Tuesday**.** So, the Office manager can include the item in the regular Wednesday announcements.

**Q: What items should be rejected?**

**A: Items that are for announcements of personal events**; **sale ads for personal items or services, or,** items that have nothing to do with a GMM, AQM or PYM project or event; items that contain requests for donations to go directly to outside organizations.

**Lengthy, repetitive announcements, like the list of Pendle Hill’s programs**, need not be listed unless it’s some sudden, recently announced event.  Listings in the newsletter seem sufficient since most of the programs require planning ahead and registration.

**Q: What entries should we be cautious about?**

**A:** Items that are lengthy for the format; contain a lot of extraneous or confusing information; items that come from an individual that are not about anything related to GMM; **requests that items be repeated frequently**, giving them the appearance of great importance to GMM. We want to avoid contributing to “donor fatigue” from too many, confusing, or overlapping requests. We also want to keep the announcements short. People are more likely to read them. Also, short ones help avoid technical problems like rejection as undeliverable by some servers by the “evil internet fairies”.

There will be gray areas. The office manager will contact the clerk of meeting or other relevant GMM clerk, or officer for guidance.

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