

Newsletter and Website Content

Purpose

These suggestions are to be read in conjunction with our Guidelines for the Newsletter Editor and Web Master.

Where the suggestions do not cover particular circumstances or appear inappropriate advice should be sought from a Committee member.

Aim

Our aim is to provide information, encouragement and engender inclusivity for our members. Any member may submit an article for the Newsletter or Website.

All content should be fair, decent, legal and not politically partisan.

Acceptable Content:

- Items from the Committee and General Notices
- Items related to the activities of Interest Groups
- Request for Volunteers for different u3a positions
- Notices concerning the formation of new interest groups
- Notices of Special Events and Special Educational Activities
- Notices of Monthly Meetings
- Non-u3a "joint initiative" educational activities
- Pictures submitted by members, with any pictures of members that have given permission following GDPR guidance (not in the printed newsletter)
- Members own creative work for example stories, poems or artwork (not in the printed newsletter)

The following should **not** be included in our Newsletters.

- Obituaries*
- Articles greater than 250 words. Exceptions may occasionally made if of sufficient merit.
- Commercial advertisements
- General Information not of benefit to our u3a or its members
- Information about non-u3a initiated or linked activities
- Articles that are likely to offend or are aggressive
- In respect of our printed Newsletter, other items should also not be included to reduce printing costs. See detailed below.

* In exceptional circumstances obituaries can be included in our Website.

- These must be approved by the Committee
- They must also be approved by the deceased's relatives

Additional items not to be included in the printed Newsletter:

- Reports on past meetings or activities
- Items with only email contact details or web links
- Pictures or clip art
- Members creative work
- All articles may be shortened if necessary to keep printing costs down

Prepared by: Malcolm Hemming 18/12/2023