



NEWSLETTER

The Friendly News, published March 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 membership 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 and board member of this committee and attends the monthly board meetings. 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 & horticulture information
7. Introduction of new members
8. Updates on club members, including birthdays
9. Information regarding Michigan Garden Clubs, Inc./Central Region Garden Clubs/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 an e-mail distribution list for all club members, including officers, board members and committee chairs, plus the current District V Director and Michigan Garden Club President

March through November:

1. The newsletter is sent out after the approval of the president.
2. The newsletter is sent out before the first listed birthday of that month