



Newsletter Committee Members

Description:

The Newsletter Committee will assume the responsibility of production and distribution of the Marcus Garvey Newsletter to disseminate information to parents, alumni and community concerning activities, special events and informative articles about the practice of the school.

Responsibilities:

- ⤴ Write and submit articles on a timely basis.
- ⤴ Obtain photos from the Marketing committee to be integrated into the newsletter.
- ⤴ Publication of a newsletter at least 12 times annually.
- ⤴ Being up to date with all committee activities.
- ⤴ Being sensitive to important dates related to committee activities so that information in the Newsletter is current.
- ⤴ Work with Marketing, Volunteerism, Community Services, Special Events and Fundraiser committees to gather content for newsletter.

Team Member:

- ⤴ Edit and proofread articles
- ⤴ Design the layout of newsletters under the branding guidelines
- ⤴ Compile newsletter content
- ⤴ Call and coordinate with committees
- ⤴ Create time-line for article submissions

Skills:

- ⤴ Friendly personality
- ⤴ Belief in the mission of Marcus Garvey
- ⤴ Strong communication and organization skills



Committee/Lead Parent Application

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for committee assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Interests

Tell us in which areas you are interested in volunteering

- Administration
 Classroom Lead Parent
 Special Events
 Fundraising
 Marketing
 Father's of Garvey
 Newsletter
 Mother's of Garvey

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer/committee work, or through other activities, including hobbies or sports.

--

Previous Volunteer /Committee Experience

Summarize your previous volunteer /committee experience.

--

Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I understand as a committee member I must attend at least 75% of the meeting .

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.