

Information Sheet

Newsletters

Newsletters are a great way to keep people involved in a group or organisation up to date.

Content can include latest and upcoming activities, new members and staff, and special features.

Newsletters can be sent out to members and their families, staff and volunteers by post and/or by e-mail.

Newsletters tend to be produced every month or several times a year (seasonal) and it is a good idea to keep to a regular schedule.

In recent years, some organisations have replaced newsletters with website updates and social media. However, some people still like to receive news at regular intervals in a compact and accessible format.

Newsletters can also be put on websites as PDF documents for users to download and print.

Members can get involved in creating the newsletters, taking on roles in which they can learn and develop skills such as writing, photography and design.