

Gloucester Emergency Food Cupboard

Summer Newsletter 2008

Volunteers are not paid -- not because they are worthless, but because they are priceless.

Put these in Your Calendar

- June 29th, Bellemare BBQ.
- June 30th, closed, no food distribution.

Notices

- We are still looking for tomato cages for our community gardens!
- Don't forget to write down the days you will be away on the board.

Bellemare BBQ

When: Sunday, June 29th, 11:30 - 3:00 pm
@: Gloucester Centre

If you are volunteering at the BBQ, **please bring your own Lawnchair!**

Raffle

This year's raffle prizes include two Via Rail round trip passes for 4, valued at \$1970 each, and a glass top patio table, valued at \$711. **If you are able to sell tickets, or interested in buying some yourself they are available in the office.** Tickets are \$5 each or 3 for \$10.

The draw will take place June 29th, please return all sold tickets to the office before the draw!



Driver

We have an urgent need for a driver to pick up produce at Macartney Farms Mondays, Wednesdays, and Fridays. **If you know anyone who may be interested please let us know!**

Vacations

Don't forget to write down the days you will be away on the Vacation Sign Up Sheet!

Congratulations Ann!

Ann is a new Grandmother! A healthy baby girl, 7lbs 13 oz, was born early in the morning on June 23rd. Congratulations Ann!

Recycling

The City of Ottawa will now be picking up Recycling at the GEFC! We now have Black Bins for paper and Blue Bins for plastic, cans, and glass - we hope they get put to good use!

We make a living by what we do, but we make a life by what we give.
-Winston Churchill

Inside Story Headline



Caption describing picture or graphic.

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful

newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety

of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note

business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business

is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

Inside Story Headline



Caption describing picture or graphic.

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the mes-

sage you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several

tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

Inside Story Headline

This story can fit 150-200 words.

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We're on the Web!
example.microsoft.com



This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Inside Story Headline



Caption describing picture or graphic.

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organiza-

tion.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.