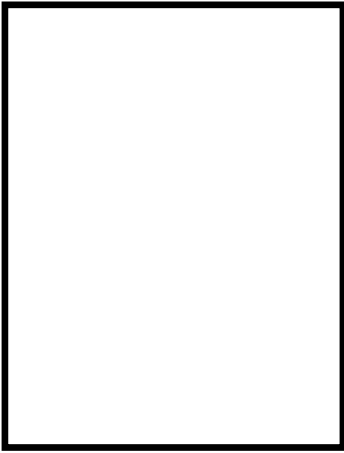




NEWSLETTER GUIDELINES FOR MEMBERS

- Members may submit 1-4 separate organisation updates or stories with a maximum 120 words for each section. See Page 2 of this document for an example. Members do not need to submit the maximum word count and just 1 small news section of 50 words is fine!
- If you cannot fit everything you would like into the 120 words per story, then do provide a link to your website or social media where readers can find further info.
- One of your 4 sections may be used as an introduction to your organisation. If this introduction does not include any sustainability, biodiversity, air quality or active travel practices or relevant organisation goals, then you must provide at least one other story or upcoming event that does.
- You should submit at least one photo or graphic to accompany each of your updates or stories to add interest for readers, to which you have the rights to allow us to use without any risk of copyright infringement.
- Members may submit a flyer of an event.
- In addition to the above, you may submit a list of forthcoming events that can be added to the "Dates for your Diary" page at the end of the newsletter.
- You must provide your organisation's contact details and logo (if you have one).
- All content, flyers and diary dates must relate to improving sustainability, biodiversity, air quality or active travel.
- All content must be party politically neutral.



120 Words

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12 horizontal lines for writing.



120 Words

12 horizontal lines for writing.

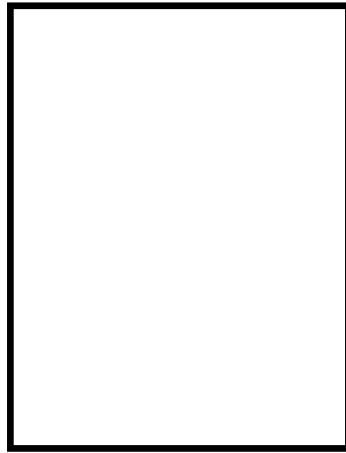
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120 Words

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120 Words

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