



PROPOSAL VISION CHART for WELLBRIETY INDIAN CETER

| <u>PROJECT NAME and ACTIVITIES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | SPACE AND EQUIPMENT                                                      | VOLUNTEERS | COST       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------|------------|
| <p>VOLUNTEER COORDINATOR</p> <p>Generate and maintain a list of volunteers and their contact info to work with the different sections/departments of the Wellbriety Center.</p> <p>Generate and distribute volunteer work request to staff.</p> <p>Work with the different programs and projects at Wellbriety who need or want help from volunteers.</p> <ul style="list-style-type: none"> <li>-Create job description for volunteer positions needed by which project.</li> <li>-Create and provide work time sheets for volunteers' time.</li> <li>-Set milestone hours for recognition of volunteers and mark meeting those volunteer hours with certificate, or ???</li> </ul> <p>Schedule regular training hours for volunteers when and where needed.</p> <p>Work with staff on expressing appreciation and recognition for volunteer work.</p> <p>Report to supervisors/board/committee on volunteer hours and work accomplished.</p> <p>Any other duties that will help volunteers succeed and be recognized.</p> | <p>A desk, file cabinet, phone and access to a computer and printer.</p> |            | <p>-0-</p> |



## Inside Story Headline

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



*Caption describing picture or graphic.*

your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

## 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.

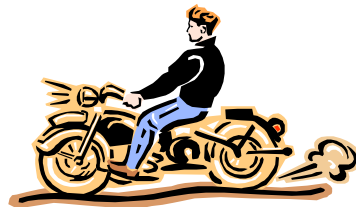
*"To catch the reader's attention, place an interesting sentence or quote from the story here."*

## Inside Story Headline

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 message you're trying to convey. Avoid selecting images that appear to



*Caption describing picture or graphic.*

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 im-

age, place it close to the article. Be sure to place the caption of the image near the image.

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Phone: 555-555-5555  
Fax: 555-555-5555  
Email: xyz@microsoft.com



Organization

Your business tag line here.

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

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*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.*

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## Back Page Story Headline

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 organization.

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.



*Caption describing picture or graphic.*

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.

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