



# Lake Columbia

Property Owners Association

## LC OFFICE COMMUNICATIONS VOLUNTEER COMMUNICATIONS LAKE MATES

Volunteer Communications Lake Mates are at will and under no obligation to commit to assisting. Only areas where you are comfortable.

Examples of assisting with communications:

1. Offer ideas for content and articles for Columbian Newsletter
2. Write an article
3. Proofread
4. Assist if General Manager needs additional information, research, etc.
5. Mailing – Compile, fold, tab, labels, postage

Examples of forms of social media where assistance may be needed:

1. Columbian Newsletter and Droplet Supplement
2. Constant Contact aka LC Splash (Email)
3. Website
4. Flyers, Notices, etc.
5. Facebook

You may be contacted on an “as needed” basis for availability and for further instructions.

THANK YOU for assisting the Lake Columbia Property Owners Association. Your help is invaluable and greatly appreciated.

### NEWSLETTER CALENDAR – Subject to Change

QUARTER/SEASON (MONTH)	PUBLISH/MAIL
1 <sup>st</sup> Spring (March) 60 DAYS PRIOR TO ELECTION	Election/Annual Notice (Mail)
2 <sup>nd</sup> Summer (June)	June 14-21 (Publish)
3 <sup>rd</sup> Fall (September)	Sept. 14-21 (Publish)
4 <sup>th</sup> Winter (December)	Dec. 15-21 (Mail)

**VOLUNTEER COMMUNICATIONS LAKE MATE CONTACT INFORMATION**

**NAME** \_\_\_\_\_

**LAKE ADDRESS** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**Are you proficient with Microsoft Publishing?** \_\_\_\_\_

**What strengths do you have where you may be able to assist us?**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_