

District Communication Guidelines and Publishing Schedule 2019-2020

At all times the full name of the program should be used with the acronym in an article or a notice. In the case of a newsletter article, the project, program or entity name should be spelled out in the first instance with the acronym appearing in brackets directly following the name then the acronym can be used in the remainder of the article. This is for the benefit of non-Rotarian readers who may be potential members, volunteers or project partners.

- District announcements emailed to Club Secretaries by Judith Eadon, District Secretary at judith.eadon@bigpond.com
 - a. Special notices related to club or district administration as determined by the District Secretary and/or the District Governor
 - b. Special notices related to district events that have been approved by the District Secretary and/or the District Governor
- District calendar on website – contact District Webmaster Tim Lynn at tdlynn@gmail.com
 - a. Repetitive club events such as Farmers Markets, General Markets etc
 - b. Annual club events such as golf days, art shows etc
 - c. Any other club activities that may be of interest to other clubs in the district
- “Highlights” – contact Editor, Michael Ellinger at highlights9810@gmail.com
 - a. Club fundraising social event or community event that would attract a number of Rotarians from the district
 - b. Major fundraising or community events jointly run by two or more clubs
 - c. Major events like business breakfasts with nationally known speakers
 - d. Major fundraisers that are arranged by clubs in partnership with other organisations where those organisations take part in staging of the event
 - e. All district run events and programs officially supported by District 9810
 - f. Rotary International information
 - g. Emerging projects and programs that are supported by D9810
 - i. eg. Art Building Children’s Dreams (ABCD)
 - h. Projects and programs that are supported by clubs throughout Australia
 - i. Australian Rotary Health, Rotary Australia World Community Service (RAWCS), Rotarians Against Malaria (RAM), Interplast, Rotary Oceania Medical Aid for Children (ROMAC), Operation Cleft, DAA (Disaster Aid Australia), ShelterBox, Wheelchairs for Kids etc
- Districts Governor’s Newsletter – contact DGs Newsletter Editor, Gordon Pyke at: gpyk8106@bigpond.net.au
 - a. Rotary International Information
 - b. Rotary International stories
 - c. National, regional or local Rotary stories
 - d. Reports on Rotary programs; Group Study Exchange
 - e. New district initiatives

District Communications Publishing Schedule for 2019-2020

Highlights	Monday	15	July
Highlights	Monday	12	August
DG's Newsletter*	Friday	16	August
Highlights	Monday	16	September
Highlights	Monday	14	October
DG's Newsletter*	Friday	18	October
Highlights	Monday	11	November
DG's Newsletter*	Friday	13	December
<i>No Highlights published in December</i>			
Highlights	Monday	13	January
Highlights	Monday	10	February
DG's Newsletter*	Friday	14	February
Highlights	Monday	16	March
Highlights	Monday	13	April
DG's Newsletter*	Friday	17	April
Highlights	Monday	11	May
Highlights	Monday	8	June
DG's Newsletter*	Friday	12	June

*Articles for the District Newsletter should be submitted to Editor Gordon Pyke not later than the first day of the month of publication.