



Guidelines on inclusion of material from external organisations in *Four Seasons* newsletter and *What's On* monthly email

1. Advertisements or announcements will **not** be accepted if the organisation/individual is a commercial or for-profit business selling a product or service.
2. Material submitted by external not-for-profit and community organisations, or in some cases by individuals, should be assessed in light of its purpose and its benefit or interest to U3AM members.
3. Such invitations or announcements will be accepted if:
 - a. there is sufficient space in the newsletter
 - b. the information or announcement could possibly benefit or interest U3AM members
 - c. the content does not conflict with U3A values and ethos
 - d. the content is accorded no undue prominence over our own content
 - e. the content is accompanied by an appropriate disclaimer*.

Acceptable examples could include relevant information from state or local government sources, requests for members to take part in approved research studies, some volunteering opportunities, and some events held by other local community organisations.

4. If there is any doubt, the Editor should refer the matter to the Committee of Management Executive for advice.

****External Content Disclaimer:*** *Although U3AM may advertise external events or opportunities of possible interest to members, this is not an endorsement or recommendation to participate. Members are solely responsible for their own choices and any consequences that may result.*

15 August 2016