

# FRG NEWSLETTER CHECKLIST

Start gathering information at least three weeks before the newsletter is due.

For more information on how to develop a newsletter, refer to the FRG newsletter guide. Also note the page numbers in this checklist refer to the guide.

Process Starts and Ends with...

## COMMAND

Command determines the frequency of the newsletter and what unit specific information will be shared with families. Connect with command at least quarterly to get new unit specific information.

- Email Commander, 1SG, Readiness NCO, and Recruiting NCO to get upcoming activities.
- Messages from Commander & 1SG (optional)
- Upcoming drill dates (optional) \_\_\_\_\_
- Upcoming training information (optional) \_\_\_\_\_
- Unit contacts (optional) \_\_\_\_\_

Unit decides what contact information they want to share with families.

Promote FRG & Family Programs

Connect with FRG leadership and your FRSA contact routinely to stay current on upcoming activities, trainings, and events.

- Email FRG and FRSA to get upcoming activities or story ideas.
- Message from FRG leader (optional)
- Family event or activity \_\_\_\_\_
- Recognize a FRG volunteer \_\_\_\_\_
- Call for volunteers \_\_\_\_\_
- Add a family 'readiness' story \_\_\_\_\_

## FRG & FRSA

Collect Information & Get Organized

## PREPARATION



CHAPLIAN

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Connect with your family support program contacts at least quarterly to get upcoming activities, trainings, and events.

- Email family program contacts for upcoming activities.
- Check key Army websites for story ideas. (pg. 19)
- Check military sites/blogs for story ideas. (pg. 19-21)
- Do you have any story ideas on reserve?
- Seasonal activities \_\_\_\_\_  
*Veteran's Day, 4<sup>th</sup> of July, Governor's Day, Halloween, Thanksgiving, Christmas...*
- Outline the story ideas you have gathered.
- For other ideas, refer to pages 17 and 18 in the guide.

Generate Optimistic Content

Time to organize the information you've collected from your contacts.

- Ensure content is 80% official and 20% unofficial.
- Add quality images (*Natl. Guard flickr pages*), keep layout neat, and fun.
- Write original content to avoid plagiarism (pg. 15).
- Write positive stories that build camaraderie (pg. 11).
- Ensure information doesn't violate Operations Security (pg. 4).

## CONTENT

## 3-BOX IDEA

Write with 100% clarity using the 3-box concept to organize your stories. (pg. 14)

- Headline (pg. 11)
- Introduction (pg. 12)
- Main point 1 and main point 2 and so on. (pg. 12)
- Conclusion (pg. 13)

A Few Things to...

## AVOID

Information that CANNOT be included in an FRG newsletter:

- Any funds such as Appropriated Funds (APF), Nonappropriated funds (NAF), or FRG informal fund.
- Any financial reports or details (FRG fund reports, fundraising reports, etc.).
- Business advertisements or a casualty notification.

Catching Mistakes Takes Practice

## PROOFREAD

Part of the editing process is proofing, proofing, and proofing. Then after you proof, have a trusted friend proof.

- Use the proofreading tips shared on page 15 in the guide.
- Always run a spell checker.
- Always run a Grammarly and Hemingway check (pg. 8).
- Double-check facts, figures, and proper names.
- Ensure appropriate details are linked or cited to a source.

Blessing your Newsletter

After proofing, it's time to send your newsletter through the approval process. After command approves, the newsletter can be distributed.

- Email to your FRG leader to review.
- Next, email to your FRSA contact to approve.
- Lastly, email to command to approve.

*cc: 1SG, Readiness NCO, and FRG Leader as an FYI*

## APPROVAL

Your Moment is Here!

## DISTRIBUTION

Your newsletter is ready to share! If needed, ask your FRSA contact where you can print the newsletter.

- The newsletter can be emailed to families by the FRG leader and emailed to soldiers by the Readiness NCO.
- A printed copy can be distributed to soldiers during final formation at their next drill.
- A printed copy can be mailed regular mail to families upon request.