

## **Community Bulletin Board and Community Calendar Submission Policy and Requirements**

### *General Policy*

Two portions of the Montgomery Township website are dedicated to community announcements and notices and are known as the “Community Bulletin Board” and “Community Calendar.” As a Montgomery Township-sponsored and funded website, the Community Bulletin Board and Community Calendar are limited to announcements and notices that are solely intended to inform residents about upcoming community events. A “community event” means a charitable, educational, cultural or recreational event that is either sponsored by a Montgomery Township-based organization, group or person or to which Montgomery Township residents are invited. “Community event” shall only include non-profit events, and shall not include any for-profit, political or partisan event, or any event held for purposes of furthering a for-profit, political or partisan organization or cause.

### *Submission Requirements*

The announcement or notice must be limited to information concerning the upcoming community event and include: (1) the name of the group, organization or person sponsoring the event, (2) the name of any contact person, and (3) an explanation of the event, including its location and date(s) and time(s). The announcement or notice must be no more than 100 words of text only, in paragraph form.

Email, hand-deliver, fax or mail your request to have an announcement or notice posted on the Community Bulletin Board or Community Calendar, or both, to:

Community Information Officer Tamara Garaffa  
Township of Montgomery  
2261 Route 206  
Belle Mead, NJ 08502  
Email: [tgaraffa@twp.montgomery.nj.us](mailto:tgaraffa@twp.montgomery.nj.us)  
Fax: (908) 359-0970

When emailing the request, please use the words “News Bulletin” in the subject line and include your requested announcement or notice as a Microsoft Word file attachment.

All requests must include the name and contact information of the person making the request.

Adobe Acrobat (PDF) files such as flyers or articles with logos, photos, images or further details may also be sent in addition to (but not instead of) basic text. Such content may be included as a link from the announcement or notice.

The deadline for submissions is rolling. Postings will be done on an on-going basis, so there is no cut-off for submitting announcements and notices. Please allow up to one (1) week for postings to appear on the Township’s website. Submissions should not be sent earlier than eight (8) weeks in advance of an event. The Township will remove the announcement or notice after

the event is completed, or upon the written request of the person who originally submitted the request.

As of June, 2010, timely Community Bulletin Board items may also appear in the electronically distributed quarterly Montgomery Township Newsletter on March 1, June 1, Sept. 1, and Dec. 1 (see latest newsletter on-line at [www.montgomery.nj.us/about/newsletter.asp](http://www.montgomery.nj.us/about/newsletter.asp)). Newsletter Community Bulletin Board copy deadlines are three (3) weeks prior to the distribution dates provided above.

### **E-bulletins Sign-up**

Interested parties may receive up to the minute Township communications by signing up for e-bulletins. These e-bulletins are directly from the Township and only relate to Montgomery Township business and information. Among other things, e-bulletins will include the quarterly Montgomery Township Newsletter. To subscribe, go to the Township's website at [www.twp.montgomery.nj.us](http://www.twp.montgomery.nj.us), click on the "Sign Up Envelope" on the right side of the page, type in your email address and check the "subscribe" box. Signing up is a short, simple process. If your email address changes, please remember to re-subscribe with the new address and unsubscribe the old one, to continue to receive e-bulletins. Please encourage others to sign-up too!