

# BethanE-BULLETIN GUIDELINES

Excerpted from Communications Toolbox, December 2004

## Not Bethany Ministry

***NOTE: Event/information must be compatible with Bethany's mission, purpose, and values. Criteria: Event/information is sponsored by a community or para-church organization in which YOU are in leadership OR event/information is sponsored by you personally, and it is applicable to all Bethany people AND you are a Bethany volunteer. Otherwise, if we deem your event/information is of interest to a majority of Bethany households, we will publicize your notice ONCE (at our discretion).***

- We welcome "classified ad" type notices to link Bethany people with needs or services for the benefit of Bethany people.
- Information should be emailed to [kathryn@bethanycc.ca](mailto:kathryn@bethanycc.ca) ready-to-print. (We prefer email or written notices instead of phone calls).
- We will publicize the notice once. Each notice may appear a maximum of **ONE** time per month, and a maximum of **FOUR** times per year. Notices must be resubmitted each time. Please plan accordingly.
- Your name and contact information (phone number and/or email) must be included, and will be cited in the notice as the contact.
- We can not use email attachments (resumes, pictures, etc.). We can include hyperlinks.
- BethanE-Bulletins are sent on an as-needed basis to those who request to be on the mailing list. Anyone may subscribe through our website. (Note: not all subscribers attend Bethany).
- It is our policy not to share our email address list.
- Bethany publicizes notices in good faith, but cannot be responsible for reliability of information, services or products advertised.
- At any time, we reserve the right to refuse or edit any submission.
- Political notices (except releases from Evangelical Fellowship of Canada), partisan interests, petitions, and fundraising notices (except approved Bethany ministry fundraisers) will not be accommodated.
- We like to hear the results of BethanE-Bulletin ads! Please send happy results to our BethanE-Bulletin editor at [kathryn@bethanycc.ca](mailto:kathryn@bethanycc.ca)

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