

Checklist | Hubs in Action

Communication

There are lots of ways that your Community Hub can communicate with families, funders, the school and services.

Newsletter

Start a newsletter to inspire people to get involved and build a sense of pride in the good work underway.

- ✓ Explore this [tool](#) to help start your newsletter.
- ✓ **Distribute** your newsletter through email, in hardcopy and on www.communityhubs.org.au and your school's website.
- ✓ Seek **feedback** regularly to make sure content, distribution methods and frequency hit the mark. Offer a **prize** incentive for feedback—businesses in your area might donate a prize.
- ✓ Post stories about your Hub in **other newsletters** published by related organisations.

Face-to-face

You can also connect in person through:

- ✓ meetings or informal chats
- ✓ information sessions.

Media

The newspaper in your area might publish good news stories about your Hub—keep them in the loop and take a look at this [tool](#) for ideas.

Events

This [resource](#) lists ways to get your event listed online for free! Also try:

- ✓ your local newspaper
- ✓ posters
- ✓ community noticeboards

Flyers

Flyers are a great way to promote your Hub and get people involved.

- ✓ Create an **activity timetable** flyer sprinkled with testimonials from participants. Make it available online, in hardcopy at your school and other community spaces.
- ✓ Make a **promotional flyer** that showcases the positive impacts of your Hub. Use this for prospective funders; organisations and individuals that you invite to deliver activities at your Hub; as an intro for the media; or for a local business that you are seeking a donation from.

Online

Add your Hub to websites to help families get involved, showcase good news stories, invite feedback and more.

Add your Hub to:

- ✓ www.communityhubs.org.au
- ✓ your school's website
- ✓ your local government's website
- ✓ local services', agencies' and community spaces' websites.

Find out more at:

www.communityhubs.org.au/running-a-hub/hubs-in-action

Checklist | Hubs in Action

Communication

There are lots of ways that your Community Hub can communicate with families, funders, the school and services.

Newsletter

Start a newsletter to inspire people to get involved and build a sense of pride in the good work underway.

- ✓ Explore this [tool](#) to help start your newsletter.
- ✓ **Distribute** your newsletter through email, in hardcopy and on www.communityhubs.org.au and your school's website.
- ✓ Seek **feedback** regularly to make sure content, distribution methods and frequency hit the mark. Offer a **prize** incentive for feedback—businesses in your area might donate a prize.
- ✓ Post stories about your Hub in **other newsletters** published by related organisations.

Face-to-face

You can also connect in person through:

- ✓ meetings or informal chats
- ✓ information sessions.

Media

The newspaper in your area might publish good news stories about your Hub—keep them in the loop and take a look at this [tool](#) for ideas.

Events

This [resource](#) lists ways to get your event listed online for free! Also try:

- ✓ your local newspaper
- ✓ posters
- ✓ community noticeboards

Flyers

Flyers are a great way to promote your Hub and get people involved.

- ✓ Create an **activity timetable** flyer sprinkled with testimonials from participants. Make it available online, in hardcopy at your school and other community spaces.
- ✓ Make a **promotional flyer** that showcases the positive impacts of your Hub. Use this for prospective funders; organisations and individuals that you invite to deliver activities at your Hub; as an intro for the media; or for a local business that you are seeking a donation from.

Online

Add your Hub to websites to help families get involved, showcase good news stories, invite feedback and more.

Add your Hub to:

- ✓ www.communityhubs.org.au
- ✓ your school's website
- ✓ your local government's website
- ✓ local services', agencies' and community spaces' websites.

Find out more at:

www.communityhubs.org.au/running-a-hub/hubs-in-action