

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 <u>tool</u> for ideas.

Events

This <u>resource</u> 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

Produced by the Centre for Community Child Health, January 2014

Community Hubs is a national program that links families and their preschool children to services and support, learning opportunities or the wider community. Community Hubs makes it easier for families to access the assistance they need by bringing local education, health, community and settlement information and services into a familiar and friendly place such as a school or community space.

Community Hubs is funded by the Australian Government in partnership with the Scanlon Foundation, the Migration Council Australia and Refuge of Hope.

The Community Hubs website and resources are funded by the Scanlon Foundation in partnership with Refuge of Hope and delivered in partnership with the Centre for Community Child Health at The Royal Children's Hospital and Murdoch Childrens Research Institute.



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