

June 1, 2007

Dear OA Member:

Thank you for your service. Enclosed is a packet to place your meeting information in your local newspaper(s). You will find the following information in this packet:

1. *Newspaper Contact Information.* This will provide you with the name of the newspaper, telephone number, fax number, & email address. Some newspapers have also provided additional information to assist you as well. Use this contact information to place your meeting in the newspaper.
2. *Sample Meeting Notice Cover Letter.* You will use this sample letter when you contact the newspaper by fax or email. Please fill in your meeting information where appropriate.

Some papers have a special section for community meetings and we have tried to include this in the Newspaper Contact Information when it was provided to us. The length of time a newspaper will run your meeting notice depends on the individual policies of each paper. Some will require you submit a notice each week, while others will run one submission indefinitely.

Some tips for submitting meeting notices:

- Double-check the name of the event section and the name and title of the person to whom you are supposed to send the notice.
- Type your notice and send it in the cover letter format that is provided.
- If your notice will be running indefinitely, check the listing periodically. Sometimes errors “mysteriously appear!”

Again, thank you for your service. Your efforts can help to reach someone in need of OA.

PI Committee