
Tips for Creating a Newsletter



Q: What Should I Include?

A: Your Newsletter will be an information source for parents. It should include upcoming activities, news from school, and motivational articles. Not only should it inform parents, but also encourage them to take part in their child's education.

Be sure to include a comments section that allows parents to give feedback. There could be a "Letter to the Editor" section, Question and Answer Section, and even a "Parent of the Month". Your newsletter can be as detailed and involved as you and your Site Coordinator want it.

Q: Where do I get information for the Newsletter?

A: Start with your school. Maybe ask your Principal, Site Coordinator, or teachers to write a short article for each month. School calendars are vital and should be included. Remember to keep each article short and to the point. This way your readers will be more likely to read what you have to say.

Have students give feedback and ideas as well. You could also send home a questionnaire at the beginning of the year to find out what questions parents have and what they would like to see in the newsletter. The FSC GEAR-UP homepage (www.fscwv.edu/gearup) includes lots of links to pages that could provide a wealth of information.

Ask your Site Coordinator. They may already have information that would be beneficial to parents.

Q: When should I send out the Newsletter?

A: This is something you and your Site Coordinator can decide. We suggest monthly newsletters, but set up a routine that fits your schedule. They should be regular, not sporadic once a year publications. We do expect at least 4 issues per school year.

Q: Does Fairmont State College need a copy of our Newsletter?

A: YES! We will need a copy of each newsletter so that we may keep it in your school file as a record of your contacts with parents. The Newsletter will also keep us informed of what is happening at your school. You may send your copy to: Fairmont State College, Office of GEAR-UP Services, 1201 Locust Ave, Fairmont, WV, 26554

Q: What should my Newsletter look like?

A: Since your newsletter is an information source, motivator, and a contact between the school and parents, it should look interesting, lively, and inviting. Take a look at the examples below:

Parent Newsletter

Field Trip Held
Student recently visited Fairmont State College. A fun time was had by all.

School Calendar
August–School Begins

Principal Letter
Welcome back to the school year!

Honor Roll
A total of 500 students made the Honor roll first term.

Example 1

*Parent Newsletter
Anonymous Middle School
August 2000*

Students visit FSC
Seventh grade students recently visited Fairmont State College. The students participated in activities ranging from Veterinary Technology to Fine Arts. After lunch in the Student Union, students toured the campus. This activity helps students to see and understand college and allows them to see first hand what is available to them after high school.

Also in this issue:
Welcome from Principal, Honor Roll, and School Calendar...

Example 2

The above examples display just a few ideas you can use. Example 1 is very plain, and basic. Example 2 utilizes the **bold** and *italicize* buttons to add different looks to the newsletter. It looks more interesting; notice too, the article goes more in depth. The use of graphics and different fonts can also jazz up your newsletter.

Q: How do I set up a newsletter?

A: Most word processing programs have templates set up for you to use. In Corel WordPerfect 8, go to File, New, and from the choices choose Newsletter. WordPerfect will then guide you through the process. Microsoft offers various programs with this template. Microsoft Publisher is a good program to use for any publication, including Newsletters.

Q: What is ClipArt and where do I get it for my Newsletter?

A: ClipArt is just a term for graphics or pictures you can add to your documents to jazz them up. Most programs come with some sort of ClipArt, you can buy ClipArt disks for your computer, and you can download ClipArt from the Internet. Try these websites for ClipArt:

www.freegraphics.com www.cooltext.com www.100clipart.com

Q: How do I download ClipArt from the Internet?

A: It depends on the site you are on. Most will have a 'download button.' Once you click the button, you will be asked what you want to do with the file. The best option is to save it to a disk. You may then open the file and insert it in your document. If the site you are on doesn't have a download button, use your mouse to highlight the graphic you want, go to Edit, and click Copy. Minimize the page you are on, go to your document, and go to Edit, and click paste. (You can also refer to your programs "Help" to find out more.)

Your newsletter should be original, and informational to parents. Once you get the first one set up, you will be able to just put in the new information each time. Good luck!

FSC GEAR-UP Staff