

Best Practices – TRAGAST Bulletin

Approved 7 October 2024

Purpose: The TRAGAST Bulletin is designed to raise awareness of our efforts to prevent child human trafficking in Thailand. We must be cautious about our content, always keeping in mind that we will do no good if we offend good people, especially high-ranking Rotarians and Government officials.

Management: Currently the bulletin is the responsibility of the Webmaster/Bulletin Editor. (for now Jerry Nelson)

Structure: We will format the bulletin in distinct sections:

1. Coordinator's comments – do not repeat information in other sections
2. Announcements – future events that we sponsor or support. (if applicable).
3. Recent Events – brief reports from project champions (if applicable)
4. Features – Articles of interest (recommend between 2 – 4 articles)
5. Next Bulletin – Include projected content and scheduled date

Dates: The bulletin will be sent monthly as close to the 1st of the month as possible. To accomplish this here are suggested deadlines:

- 22d – Article and photos sent to editor
- 25th – Edits returned to authors
- 28th – Author returns edits with any input
- 28th – 30th Final proof of bulletin
- 1st – Distribution of monthly bulletin

Delivery Tool: We will continue to use the Club Runner tool provided for the time being.