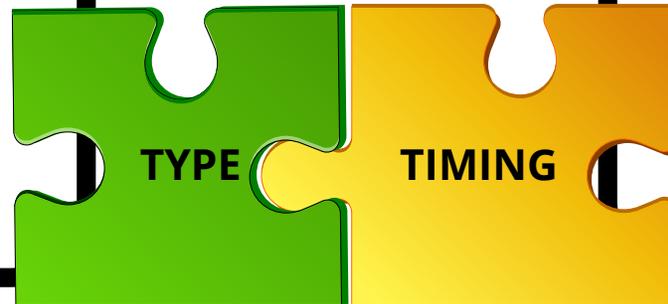


- Member/Family Focused
- Text, social media, email, phone, apps, print, in-person, or virtual
- Who is communicating the information?
- Direct
- Indirect



- Event notification should be at least 2-4 weeks prior
- Good to send reminders, but not too many of them.
- Be consistent and do them regularly

Successful Communication

- Families, parents/guardians, club members, volunteers, community members or partners (as appropriate)
- Within ADA regulations-visual or hearing impaired accommodations and modifications as necessary.



- Meeting dates and times
- Completion requirements
- Location
- Supplies needed
- Cost(s)
- Registration information
- Member Highlights & Connections (celebrations, accomplishments, etc.)

- Communication is a learned process by which we exchange information, feelings, ideas, attitudes, skills, and knowledge.
 - Communication is a two way process that includes sending and receiving information. Understanding the information received is vital. Listening to understand rather than to respond.
 - Effective communication involves the following:
 - Delivery of clear messages through verbal, written or physical actions
 - Active listening
 - Modeling appropriate non-verbal signals (posture, facial expressions, gestures, and positioning)
 - Capacity to set aside judgements and assumptions
 - Ability to listen and speak with openness, honesty and inclusiveness
- Active listening involves hearing all the details and showing interest in who is talking.

Direct Action in Messaging

- Respond Required
- Registration Due by ____
- Information only –FYI
- Please share