



**Newsletters
and
Fact Sheets**

Project Empowerment
Research Day
Friday, October 8, 2010

Purpose

Newsletter

A communication tool to keep stakeholders aware of past, ongoing and upcoming events, news and projects.

Fact Sheets

A presentation of relevant information and/or research on any subject with key points of interest.

Newsletters

- **Remain cognizant of your audience.**
- **Obtain input pertaining to layout and design.**
- **Determine how many installments will be produced.**
- **Focus headings on the most significant goals.**
- **Utilize bullet points & short paragraphs.**
- **Proofread, proofread and PROOFREAD.**

Fact Sheets

- **One topic per fact sheet.**
- **A maximum of one to two pages.**
- **Keep text brief, clear and easy to read.**
- **Highlight the most important information.**
- **Include references or additional resources.**

P.E. Newsletter Examples

- ***THE EMPOWERER***
 - Quarterly newsletter distributed via listserv
 - Approximately 7 pages
 - Headings include:
 - Spotlight on Minority Disability Scholarship
 - Update on Research Studies
 - Capacity Building
 - Training, Dissemination and Knowledge Translation
 - Key Stakeholders

P.E. Fact Sheet Examples

- ***POINTS OF EMPOWERMENT***
 - 2 pages with graphics and references
 - Topics have included:
Perceptions of Psychiatric Services Held by African-American Male
 - Youth
 - Adults
 - Older Males
 - Veterans