

foodwatershelter^{inc}

we build early learning, eco-friendly
children's villages and big, bright futures

Gimme Shelter e-Newsletter Process

Gimme Shelter goes out on the last Friday of every month, covering news from the previous month. The process is outlined below.

1. For the Tanzanian element of *Gimme Shelter*, the following Kesho Leo volunteers will submit a weekly update via email that consists of 5 bullet points, summarising developments and challenges within their projects.

- Kesho Leo project manager - Kelsey Wilson on Kelsey.wilson@foodwatershelter.org.au
- Kesho Leo environmental manager - keshopermaculture@foodwatershelter.org.au
- Kesho Leo nurse - Karen Champlin on keshohealth@foodwatershelter.org.au
- Kesho Leo social worker - keshosocialwelfare@foodwatershelter.org.au
- Kesho Leo teacher - keshoeducation@foodwatershelter.org.au

These emails will be sent to you, the *Gimme Shelter* editor, and CC'd to **fws** president, Rebecka.Darling-Darren@foodwatershelter.org.au

You may need to chase volunteers for their copy.

2. One week prior to drafting *Gimme Shelter*, the *Gimme Shelter* editor will contact the **fws** management committee for **fws** Australia news submissions:

- **fws** president - Rebecka Darling-Darren on Rebecka.Darling-Darren@foodwatershelter.org.au
- **fws** vice president - Shona Arneil on Shona.Arneil@foodwatershelter.org.au
- **fws** secretary - Michael Cronin on Michael.Cronin@foodwatershelter.org.au
- **fws** environmental engineer - Robert Cork on Robert.cork@foodwatershelter.org.au
- **fws** eco-tect - Rob Watson on robert@watsonarchitecture.com
- **fws** merchandise manager, Amanda Pattison on Amanda.Pattison@foodwatershelter.org.au
- **fws** grants manager, Caz Nickson on grants@foodwatershelter.org.au
- **fws** membership co-ordinator, Tracey Hartmann - membership@foodwatershelter.org.au
- **fws** gratitude officer - Mel Austin on mel.austin@foodwatershelter.org.au

- **fws** media manager - Juliette Winter on Juliette.Winter@foodwatershelter.org.au
 - **fws** HR support - Leanne Elliot on Leanne.elliott@foodwatershelter.org.au
 - **fws** photo editor - Trina Johnston on photo.editor@foodwatershelter.org.au
 - other **fws** roles as they are filled
3. The *Gimme Shelter* editor writes and sends the draft copy (in a Word document) to all contributors for fact-checking, with requests for copy-related photos (with captions) to be submitted.
 4. Contributors will get back to the *Gimme Shelter* editor within 24 hours with any factual errors identified in the copy and provide photos relating to copy with caption for each image.
 5. Any factual changes will be made by the *Gimme Shelter* editor, with copy and relevant photos sent on to the *Gimme Shelter* subeditor, Lorna Gow, for formatting and subediting process. Lorna Gow should be emailed at both of these addresses: lorna.gow@pacificmags.com.au and lorna_gow@hotmail.com.
 6. Ready-to-go version is sent to **fws** president for a final proof. Once she has approved it, then...
 7. Final edited version of *Gimme Shelter* is converted to PDF and emailed to Ben Schwabe, **fws** webmaster and IT guru on ben.schwabe@foodwatershelter.org.au to circulate.
 8. *Gimme Shelter* editor also needs to email Ben with a suggested intro to the monthly newsletter. This is used in the email that people receive before they click on the download link in that email to view *Gimme Shelter*.