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**INFORMATION DISSEMINATION PROCEDURE**

A procedure has been established by the ANC Board for dissemination of information by Newcomers’ groups and outside organizations. This procedure establishes an approval process for non-ANC information sharing at our monthly meetings.

**Special Interest Group Announcements**

Verbal announcements to be made during the business meeting about any special interest group activity, other than the Arts and Antiques trips, are to be submitted in writing to the Special Interest Chair. In her absence, submit them to the President.

**Flyers Distributed on Luncheon Tables**

Three types of printed information are approved for distribution on the luncheon tables:

1. Printed information about ANC-sponsored events are approved for distribution on the luncheon tables, such as social events, special interest group information, etc.
2. Printed information for a Community Service group for which we are collecting that month.
3. Printed information provided by the speaker during that specific month’s program.

**Non-ANC Announcements and Printed Information**

All other announcements/printed information from non-ANC organizations (such as events, plays, fundraisers, non—profits, etc.) must have prior ANC Board approval and be submitted to the President for review at the ANC Board Meeting the week prior to the monthly luncheon meeting. If approved, the President or the Community Service Chair will then announce the information during the Community Announcements section of the agenda at the monthly luncheon meeting. Should the ANC member wish to have these printed announcements available for anyone interested, they are welcome to bring copies to hold at their own tables during the luncheon and the President will refer any interested ANC members to them for further information. None of these printed flyers will be placed on the luncheon tables.

Proposed announcements should be emailed to the president or secretary no later than 5 days prior to the board meeting.

You will be notified after the Board Meeting if your announcement has been approved.