# [www.caritasbrentwood.org](www.caritasbrentwood.org) – submitting your content

1. If you want to be included at the launch of the website, the deadline is 18th October!

2. Content can be submitted very simply, following these steps. Just put into a Word document:

   **Contact details**
   a. The name of your charity/group, as you want it displayed.
   b. A contact person, whose name can be public
   c. A telephone number, also able to be public *(we strongly suggest this is not your home phone number – you can buy a PayAsyouGo Mobile for £10; use that as the contact number).*
   d. An email address, also public *(and again we strongly suggest you do not use a personal email; if you do not already have an email for your charity/group it is easy to create one – [yourcharityname@gmail.com](mailto:yourcharityname@gmail.com) or whatever).*
   e. A postal address *(This could be c/o your parish office, rather than a home address).*
   f. A website, if your charity/group has one.
   g. Social Media links (Facebook, Twitter, Instagram), if you use it.

   **Descriptions**
   A three sentence, fifty word (ish) "headline" description of what your charity/group does. Try to phrase this in an enticing way – you want people to read on!
   A longer, maybe 500 word (but the length is up to you) description, with more detail. Include brief descriptions about the kind of volunteers you are looking for.

   **Photos & logo – *send these as jpegs, please, separate to the Word document.***
   A picture speaks a thousand words! Send us up to 10 high resolution, bright and interesting photos that show what your group/charity does. We will scatter these throughout your text – if there is one you would like to be especially prominent, let us know. *Make sure you have permission from anyone pictured – we will presume that you have consent for any photos you send us!*

   **Volunteer Opportunities**
   More detail about the kind of opportunities there are for volunteers. Be as specific as you can about the time commitment, and about any training you will provide before they start. State if the roles need a DBS check, and if you will help someone arrange that. State if you are looking for any special skills. State if you are looking for an age range, and/or if any roles have a minimum age.

   **Volunteer Stories**
   Get 2 of your volunteers to share their stories. About 200-300 words, with quotes or written in the first person. What got them started? Why do they keep volunteering with your group/charity? What difference does volunteering make for them? How does volunteering help them live their faith? (*If you don't have all this ready now it is not a problem – you can send it later, and it can be added*)

   **Stories "from the Field"**
   Share the difference your project makes, by quoting real life examples. Be as specific as possible – ideally get one or two people who benefit from what your group does to tell their story. (*If you don't have all this ready now it is not a problem – you can send it later, and it can be added).*

   **News**
   Anything your group has done very recently and especially any key dates you want us to highlight in the rest of 2018 and into 2019.

3. Email it all to [admin@caritasbrentwood.org](mailto:admin@caritasbrentwood.org) **before 18th October. THANK YOU!**