



Resources for Chapter Communicators

Chapter Identity

AGA encourages chapters to use our corporate identity system. A unified appearance helps strengthen AGA's image around the globe. Plus, it makes your job a lot easier. The site contains letterhead, mailing labels, business cards, newsletter templates, brochures and signs. All are available at no cost to AGA chapters. Call **Marie Force** with chapter identity questions. www.agacgfm.org/membership/identity/

Chapter Website Template

Our newest offering within the Chapter Identity site is a template to improve your chapter's website or create one for the first time. Before you begin, please read the instruction manual, which offers information on how to use the template and how to personalize the page to suit your chapter's needs. Call **Jennifer Curtin** with questions. www.agacgfm.org/membership/identity/websites/default.aspx.

Chapter Communicators' Site

Find the Editor's Toolkit here, which includes biographical information and photos of AGA leaders, "how-to" handbooks on creating a newsletter or website, the AGA stylebook, and downloadable CGFM and AGA logos. The site also includes logos and artwork for our national conferences, and information on the annual chapter newsletter and website contests. Call **Chris Camara** with questions. www.agacgfm.org/membership/communicators/editortoolkit.aspx

Setting up a Listserv

The AGA National Office uses two companies to run a variety of discussion lists and to send out newsletters and designed e-mails to members. If your chapter is interested in setting up a listserv, we recommend Databack.com at www.databack.com and 303Media at www.internetmailmanager.com. Each company offers inexpensive, easy-to-use options to set up an electronic mailing list. Contact the companies directly with questions.

Chapter Newsletters and Websites

Check out what other chapters are doing through their websites and newsletters, posted at www.agacgfm.org/membership/localchapters/chapterlist.aspx. Send updates to **April Pardoe**.

Yahoo Group

A Yahoo group has been set up to help chapter communicators connect with their peers around the country. Exchange ideas, brainstorm common problems and swap newsletter articles. Expect to see CGFM articles, contest information, tips and more. Call **Chris Camara** with questions. <http://groups.yahoo.com/group/AGAChapterCommunicators>

TOPICS and AGA Today

If you've got any news from the profession, let us know. Tell us about your chapter members' accomplishments and we'll put it in the "Member Happenings" section of TOPICS. **Chris Camara** is always looking for young professionals and new CGFMs to interview as well. Sign up to receive TOPICS and AGA Today at www.agacgfm.org/publications/PublicationDefault.aspx

AGA National Website

Find a tutorial on how to use the website at www.agacgfm.org/membership/downloads/NavigatingAGAWebsite.ppt

Press Releases

Has your chapter or one of its members done something outstanding? **Jennifer Curtin** can write a press release for submission to local newspapers.

Survey Tool

Through an AGA account with Survey Monkey, chapters can gather comments from members on their educational needs or other issues. To access the tool, go to www.surveymonkey.com. User name is agawebmaster@agacgfm.org. Password is [agacgfm](http://www.agacgfm.org). Contact **Jennifer Curtin** for help.

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