

FRG Newsletter Assessment Questionnaire

The following questions will provide a quick evaluation of the status of your FRG newsletter. This will help plan the next steps in developing an effective newsletter.

FRG Newsletter Quality

Find copies of the last 4 issues of the newsletter and use them to answer the following questions.

1. What is the current status of your Unit's Family Readiness Group newsletter?
 Not currently being done
 Produced, but not on a regular basis
 Produced regularly as scheduled

2. What topics are regularly included in the newsletter?
 Family Finances (money management, record keeping)
 Parenting
 Consumer Concerns
 Deployment preparedness
 Reunion plans and activities
 Community resources
 Benefits
 Health Care (TRICARE options, military treatment facilities)

3. Do all the issues include an update from FRG or Unit Leadership?
 Yes, list title of leadership role _____ No

4. Is there unacceptable content such as advertising, religious or political material in the newsletter?
 Yes No

5. Does the newsletter content observe copyright law requirements? For example, authors have obtained permission to use other's material and provide appropriate credit to the original source.
 Yes, copyrighted material is used correctly
 Not currently being done. Copyrighted material is used incorrectly

6. Does the newsletter heading include the date, volume, issue number?
 Yes No

7. Is the layout easy to read and follow?
 Yes No Why not? _____

8. Does the newsletter have a Commander's review and signature?

_____ Yes _____ No

9. Is there an electronic version of the newsletter?

_____ Yes _____ No Why not? _____

Newsletter Production

10. Is there a production schedule for writing, editing, and layout, then printing and distributing the newsletter? _____ Yes _____ No; Does the schedule seem reasonable? _____ Yes _____ No

11. Are there procedures for maintaining and updating the mailing list?

_____ Yes _____ No

12. Is the newsletter produced at least quarterly when the Unit is at home and monthly when soldiers are deployed?

_____ Yes _____ No How often? _____

13. Do those who work on the newsletter have the equipment and support to produce the newsletter?

_____ Computers

_____ Appropriate software for production

_____ Ability to manage mailing lists and mailing labels

_____ Equipment for copying

_____ Other needs _____

Volunteer Newsletter Committee

14. Is there is Newsletter Committee Chairperson?

_____ Yes _____ No

15. Are there additional volunteers on the newsletter committee? How many? _____

16. Do the committee members have the necessary skills?

_____ word processing

_____ page layout and design

_____ mailing list organizational skills

17. Are there methods for recruiting newsletter committee members?

_____ Yes _____ No

18. Do the newsletter committee members have knowledge of reimbursement for their expenses?

_____ Yes _____ No