



Chamber Newsletter Insert Policy

Purpose

The Chamber newsletter insert program provides Chamber members with an opportunity to promote their business, events, and announcements directly to fellow members and community partners through the Chamber's monthly newsletter distribution. This program extends the marketing reach of Chamber members while maintaining the professional standards of Chamber communications.

Eligibility

Newsletter inserts are available only to Chamber members in good standing, meaning the member's dues are current and their membership is active at the time of reservation and distribution.

Appropriate Content

Newsletter inserts should promote information relevant to the Chamber business community. Examples include:

- Business promotions or special offers
- Upcoming events or programs
- Grand openings or business milestones
- Educational opportunities or community initiatives
- Business announcements or services

All content should align with the Chamber's mission to promote and enhance a vibrant business community.

Content Standards and Restrictions

To maintain the integrity and neutrality of Chamber communications, all inserts are subject to Chamber review and approval prior to distribution.

The Chamber will not distribute materials that include:

- Political campaign advertising, endorsements, or ballot initiative advocacy
- Content that is partisan or politically charged in nature
- Offensive, discriminatory, or inappropriate language or imagery
- Misleading claims or promotion of illegal activity
- Content that conflicts with the Chamber's mission, values, or professional standards

The Chamber reserves the right to decline, remove, or refuse any insert that does not meet these guidelines or that, in the Chamber's judgment, is inconsistent with the organization's mission, values, or professional standards.

Insert Specifications

To ensure inserts can be included in the newsletter mailing process, materials must meet the following requirements:

- Size: 8.5 x 11 inches
- Paper: Standard copy paper
- Double-sided printing is permitted
- Cardstock or heavy paper is not allowed due to mailing requirements

Members are responsible for printing and delivering the required quantity of inserts.

Quantity and Delivery

Members must provide the required number of inserts to the Chamber office prior to the mailing deadline. Inserts must be received by the 24th of the month prior to the newsletter issue in which they are to be included. Materials received after the deadline may be scheduled for a future issue if space allows.

Availability and Reservations

Newsletter insert space is limited to 8 inserts each month. Inserts are accepted on a first-come, first-served basis once a reservation is confirmed with the Chamber.

Members may participate in the newsletter insert program multiple times throughout the year; however, inclusion in any given month depends on space availability.

Fees

Participation in the newsletter insert program may include a fee established by the Chamber. Current pricing and participation details are available by contacting the Chamber office.

Disclaimer

Participation in the newsletter insert program does not constitute endorsement by the Chamber. The Chamber distributes inserts as a member service and is not responsible for the content, accuracy, or claims contained in submitted materials.

Reservations

Members interested in including a newsletter insert should contact the Chamber office to confirm availability and reserve space.

Board of Directors Approved: April 23, 2026