

Guidelines for Use of the Sun City Texas Community Association CA Communicators

The purpose of the CA Communicator is to communicate timely, important information that is relevant to and affects the Sun City Texas Community.

CA Communicators may be used to communicate:

- Updates from CA Staff and Departments
- CA-sponsored or endorsed events
- Matters that apply to a majority of residents affecting their lifestyle, quality of life and/or safety
- Information and updates on projects/topics that are of importance to the majority of residents
- Sun Rays corrections about Clubs and Interest Group events/announcements
- Developer news, updates and announcements
- Updates from local government offices - City/County
- Around Sun City Texas (see submission guidelines below)

In the **“Around Sun City Texas”** section residents can communicate the following: Timely updates from Chartered Clubs, Neighborhoods, and Sun City Texas Service Organization about upcoming events, fundraisers, performances and ceremonies that are open to all residents. This section does not include routine business meetings of clubs or groups and/or recruitment for club or group membership.

CA Communicators may NOT be used to communicate:

- Routine activities for Sun City Groups
- Promotion or advertisement for a business activity and/or profit-making event (*exception - paid ads)
- Political or religious advertisements or endorsements
- Interest group events or recruitment

Frequency:

- **Recurring monthly events or club sponsored classes** open to all residents – included in one regularly scheduled CA-Communicator prior to event/class. (Does not include routine group business meetings)
- **Special Events, Performances and Fundraisers** open to all residents – may be included in two regularly scheduled CA-Communicator messages prior to the event or the start of ticket sales. Dates may be chosen by Club/Group. *Note: The primary communication tools for Chartered Clubs, Neighborhoods, and Sun City Service Organizations is through their website page, Sun Rays magazine listing and email distribution list

Submissions:

- Send to Kristen.Runde@sctexas.org
- Deadline is Noon on Wednesday for each week's Friday CA Communicator
- Around Sun City Texas submissions should include the following:
 - Headline that includes Chartered Club name/neighborhood
 - Event name, date, time, location and cost
 - Maximum 35-50 word summary of the event/activity
 - Link to group's webpage/facebook page and/or contact for more information or to take action

* Special Communicators are reserved for urgent information affecting quality of life and/or safety for the majority of residents that cannot wait until the next regularly scheduled CA Communicator.

** All submissions are subject to review and final approval is at the discretion of the Community Association.