



United Way  
of Buffalo & Erie County

# UNITED WAY WEEKLY NONPROFIT NEWSLETTER GUIDELINES

The United Way of Buffalo and Erie County (UWBEC) issues a weekly newsletter as a resource for the Western New York nonprofit community. Please understand this communication is not an endorsement of any particular announcement or organization. Unless otherwise noted, the email is sent weekly on Monday.

Nonprofit organizations wishing to share events, news soliciting a call to action, or nonprofit job openings in the newsletter may submit them to [nfprc.announcements@uwbec.org](mailto:nfprc.announcements@uwbec.org).

- Content must be submitted as a link to a webpage (preferred) or a PDF document.
- Content must be submitted no later than 3:00 p.m. the Friday prior in order to be considered for inclusion.
- Content will remain shared for a maximum of four (4) weeks following the first inclusion in the newsletter, or until the event date or application deadline passes.
- UWBEC is unable to distribute content that solicits the sale of goods or services.
- UWBEC is unable to share fundraising information. This includes but is not limited to: giving campaigns, annual events/galas, walk/run events.
- UWBEC is unable to share volunteer opportunities. If you are looking to solicit volunteers we encourage you to utilize [www.volunteerwny.org](http://www.volunteerwny.org).
- UWBEC is unable to distribute content endorsing a political candidate, party, organization, or policy.
- Only events and jobs located in Western New York will be shared.
- Only job openings at nonprofit organizations will be shared.
- Job postings shared as a link to a webpage must direct to the organization's website or a staffing company's website that exclusively lists the job posting. To ensure only WNY nonprofits are highlighted, links to job search sites such as *Indeed* will not be shared.
- A full job description, including title, responsibilities, minimum qualifications and the number of hours worked, and/or specifies full, part-time, or internship must be included.
- Jobs will be listed in the email by organization name and job title only (any descriptive text should be included in the webpage or document).

UWBEC reserves the right to update these guidelines at any time, as well as the right to refuse to publish content which does not meet the above guidelines.