



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.

Organizations wishing to share events, training, or program information; funding opportunities or nonprofit job openings in the newsletter may submit them to [nfprc.announcements@uwbec.org](mailto:nfprc.announcements@uwbec.org).

- Priority is given to content submitted by nonprofit organizations in WNY.
- Content must be submitted as a link to a web page (preferred). Only in cases where a web page is not available should a PDF document be submitted.
- Content must be submitted no later than 1:00 p.m. the Friday prior in order to be considered for inclusion.
- Content included in the newsletter will include organization name, date (applicable when there is a specific event), and event/program/job title only. All additional information, such as descriptive text, must be submitted as a web page or PDF.
- 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 does not distribute content which solicits the sale of goods or services.
- UWBEC does not distribute fundraising information. This includes but is not limited to: giving campaigns, annual events/galas, walk/run events.
- UWBEC does not distribute content endorsing a political candidate, party, organization or policy.
- UWBEC does not share volunteer opportunities via the newsletter. If you are looking to solicit volunteers we encourage you to utilize [www.volunteerwny.org](http://www.volunteerwny.org).
- Only job openings at nonprofit organizations located in WNY will be shared.
- Job postings shared as a link to a web page must direct to the organization's website or a staffing company's website which exclusively lists the job posting. To ensure WNY nonprofits are highlighted, links to job search sites such as Indeed or LinkedIn will not be shared.
- A single web page or PDF document should be submitted in cases of multiple job postings at the same organization.
- A full job description including job title, responsibilities, minimum qualifications, and the number of hours worked, and/or specifies full, part-time or internship must be included.

UWBEC reserves the right to update these guidelines at any time, as well as the right to refuse to publish content as deemed appropriate.