

THE TRIPP-JONES FAMILY

FAMILY NEWSLETTER

TEMPLATE

Published monthly by the Social Media Officer

— Standing Rules Section 2.4

Instructions for the Social Media Officer

The Tripp-Jones Family Newsletter is published every month without exception. It keeps the family informed, connected, and celebrated year-round. As Social Media Officer, you are responsible for producing and distributing each edition on schedule.

Publication Schedule

Item	Requirement
Frequency	Monthly — One edition per calendar month
Distribution channels	Family email list (coordinated with Secretary), family website, Facebook, Instagram
Target publish date	REQUIRED — First day of each month
Content request email	REQUIRED — send to the full family email list exactly 7 days before the newsletter is published, requesting submissions for that month's edition (see Section 1 below)

Required vs. Optional Sections

Section	Requirement
● REQUIRED — Family Birthdays This Month	Must appear in every edition. Pull from the Family Directory. Contact the Secretary for updates.
● REQUIRED — Anniversaries This Month	Must appear in every edition. Pull from the Family Directory. Contact the Secretary for updates.

Section	Requirement
<input checked="" type="radio"/> REQUIRED — Family Submissions	Must appear in every edition. Contains information submitted by family members in response to the 7-day advance request email.
<input type="radio"/> OPTIONAL — All other sections	The Social Media Officer may include any additional sections they see fit — historical information, recipes, officer updates, family news, inspirational content, reunion updates, etc. Use your judgment to keep the newsletter engaging and relevant.

Note: The two required sections — Birthdays and Anniversaries — must appear in every edition even if no birthdays or anniversaries fall in that month. In that case, simply note 'No birthdays this month' or 'No anniversaries this month.'

Section 1 — Monthly Content Request Email (Required)

Exactly 7 days before each newsletter is published, the Social Media Officer must send the following email to the full family email list requesting information and submissions for that month's edition. Coordinate with the Secretary to send it through the official family email list.








MONTHLY CONTENT REQUEST EMAIL TEMPLATE
Send: Exactly 7 days before the newsletter publishes
From: Social Media Officer To: Full Family Email List

Subject: 📧 Tripp-Jones Family Newsletter — Submit Your News for [Month] [Year]

Dear Tripp-Jones Family,

The [Month] edition of the Tripp-Jones Family Newsletter goes out in ONE WEEK — and we want to hear from YOU!

Please reply to this email or contact me directly by [Date — 5 days before publish] with any of the following:

Category	What to Submit
 Birthdays	Know of a family member with a birthday this month? Send us their name and birthday date (no year required).
 Anniversaries	Celebrating a wedding anniversary this month? Let us know the couple's names and the date.
 Family News & Milestones	New babies, adoptions, engagements, marriages, graduations, promotions, retirements, new homes — share your good news!
 Photos	Share a recent family photo, a throwback, or a fun moment from a family gathering.
 Recipes	Submit a favorite family recipe to be featured in the newsletter.
 Family Stories & Memories	Have a story, memory, or piece of family history to share? We'd love to include it.
 Announcements	Anything you'd like the family to know — events, prayer requests, community achievements.

Submission deadline: [Date — 5 days before publish date]

Reply to this email or contact me at: _____



Thank you for helping make our newsletter a true reflection of this amazing family!

With love,

[Social Media Officer Name]

Social Media Officer, Tripp-Jones Family

Section 2 — Monthly Newsletter Template

Use this template for every monthly edition. Fill in all bracketed fields. Required sections are marked . Optional sections are marked  — include, exclude, or expand them as you see fit each month.

THE TRIPP-JONES FAMILY NEWS
[Month] [Year] · Monthly Edition
"Connecting Generations. Honoring Legacy. Building Tomorrow."

REQUIRED — Family Birthdays This Month

Happy Birthday to our Tripp-Jones Family members celebrating this month! 🎂

Name	Birthday · District
[Full Name]	[Birth Date — Month & Day] · [District]
[Full Name]	[Birth Date — Month & Day] · [District]
[Full Name]	[Birth Date — Month & Day] · [District]
[Full Name]	[Birth Date — Month & Day] · [District]
[Full Name]	[Birth Date — Month & Day] · [District]
[Full Name]	[Birth Date — Month & Day] · [District]
[Full Name]	[Birth Date — Month & Day] · [District]
[Full Name]	[Birth Date — Month & Day] · [District]

Note: If no family members have birthdays this month, note: 'No birthdays recorded for this month. Contact the Secretary to add your birthday to the Family Directory.'

REQUIRED — Anniversaries This Month

Congratulations to these Tripp-Jones Family couples celebrating their anniversary this month! 

Names	Anniversary Details
[Couple Names]	[Anniversary Date — Month & Day] · [Years Together — optional] · [District]
[Couple Names]	[Anniversary Date — Month & Day] · [Years Together — optional] · [District]
[Couple Names]	[Anniversary Date — Month & Day] · [Years Together — optional] · [District]
[Couple Names]	[Anniversary Date — Month & Day] · [Years Together — optional] · [District]







Note: If no anniversaries are recorded this month, note: 'No anniversaries recorded for this month. Contact the Secretary to add your anniversary to the Family Directory.'

REQUIRED — From the Family

Thank you to everyone who submitted news and updates for this edition! Here's what's happening across the Tripp-Jones Family:

[Include all submissions received from family members in response to the 7-day advance content request email. Organize by type — milestones, photos, stories, announcements, recipes, etc. If no submissions were received, note: 'No submissions received this month — reply to next month's content request email to be featured!']

Family Milestones Submitted This Month:

Category	Submissions
 Births & Adoptions	[Names and details — with family permission]
 Marriages & Engagements	[Names and details — with family permission]
 Graduations & Academic Achievements	[Names, schools, degrees — with family permission]
 Career & Community Achievements	[Names and achievements — with family permission]
 Prayer Requests & Well Wishes	[As shared by family members — with permission]
 General Announcements	[Events, news, or other items submitted by family members]

Optional Sections — Include as You See Fit

The following sections may be included, excluded, expanded, or rotated at the Social Media Officer's discretion. Use them to keep the newsletter fresh and engaging each month.

A Message from the President

[A brief note from the President — share family news, encouragement, or a timely message. Optional but recommended monthly. 3–5 sentences.]

— [President Name], President

Family History Spotlight

[A short piece from the Family Historian — a historical fact, a story from an elder, a featured photograph with context, a genealogy discovery, or a look back at a past reunion. 1–3 paragraphs.]

— [Family Historian Name], Family Historian

Recipe of the Month

[Feature a family recipe submitted by a member or pulled from the family archive. Include the contributor's name and any story behind the dish.]

Field	Content
Recipe Name	
Submitted by	

Field	Content
Story behind the dish (optional)	
Ingredients	
Instructions	

Officer Updates

[Brief updates from any officer with relevant news — Treasurer on financial health, Historian on a project, Social Media Officer on a new platform or feature, election year reminders, etc.]

Reunion News

[Include when relevant — host announcement, Save-the-Date, registration reminder, countdown, post-reunion highlights and photos.]

In Memoriam

[Include when a family member has passed since the last edition. Name, district, survivors — with the family's permission. Always handled with dignity and care.]

We remember with love: [Names]

Upcoming Dates

Event	Details
Annual Reunion	[Dates, city — or 'TBD — watch for Save-the-Date!']

Event	Details
Registration Deadline (if open)	[Date]
Business Meeting	[Date and location]
Other family events	[Any district or family events]

From the Family Fund

[A brief, transparent financial snapshot from the Treasurer — current balance, any notable activity, and a reminder about how to donate or apply for Benevolence Fund assistance. Keep it positive and encouraging.]

Did You Know? (Family Trivia / History Fact)

[A short fun fact, historical tidbit, or family trivia question. Great for engagement. Example: 'Did you know the Tripp-Jones Family has been gathering for reunions since 1881?']

Get Involved

There are many ways to stay connected and contribute to the Tripp-Jones Family:

How to Get Involved	Who to Contact
Submit to next month's newsletter	Reply to the content request email — sent 7 days before each edition
Share birthdays & anniversaries	Contact the Secretary to add your dates to the Family Directory
Volunteer for the reunion	Contact [Host Name or President]
Contribute to family history	Share photos, stories, or documents with the Family Historian at [Contact]
Make a donation	Contact the Treasurer at [Contact]

How to Get Involved	Who to Contact
Hall of Fame nomination	Forms available from the Secretary

Contact Your Officers

Role / Platform	Contact / Link
President	_____
Secretary	_____
Treasurer	_____
Social Media Officer	_____
Family Website	_____
Family Email	_____
Facebook	_____
Instagram	_____

Newsletter Footer (Include in Every Edition)

Published by: [Social Media Officer Name] · [Month Year] · Tripp-Jones Family Newsletter
To submit content for next month's edition, reply to the monthly content request email or contact: _____
To add your birthday or anniversary to the Family Directory, contact the Secretary: _____
The Tripp-Jones Family Newsletter is for family members only. Please do not forward or share outside the family.

Social Media Officer — Monthly Production Checklist

Use this checklist every month to stay on schedule.

Timing	Task
7 days before publishing	<input type="checkbox"/> Send content request email to full family list via Secretary
5 days before publishing	<input type="checkbox"/> Content submission deadline — stop accepting new submissions
5 days before publishing	<input type="checkbox"/> Pull birthdays for the month from Family Directory (contact Secretary for updates)
5 days before publishing	<input type="checkbox"/> Pull anniversaries for the month from Family Directory
4–3 days before publishing	<input type="checkbox"/> Draft the newsletter — complete all required sections first
4–3 days before publishing	<input type="checkbox"/> Select optional sections for this edition
2 days before publishing	<input type="checkbox"/> Review draft — confirm birthdays and anniversaries are accurate
2 days before publishing	<input type="checkbox"/> Send draft to President for optional review
Publish day	<input type="checkbox"/> Send to family email list (coordinate with Secretary)
Publish day	<input type="checkbox"/> Post to family website
Publish day	<input type="checkbox"/> Post to Facebook
Publish day	<input type="checkbox"/> Post to Instagram

Timing	Task
Publish day	<input type="checkbox"/> File a copy of the published edition with the Secretary for records