

## SU Communication Coordinator/Publicity Facilitator

### Q&A from 9.18.14 Training Webinar

1. **If I am submitting something to our local Patch.com, does it have to go through GSGLA communications staff first?**

Yes, please send all press releases, articles, media alerts, columns, community blog posts to [pr@girlscoutsla.org](mailto:pr@girlscoutsla.org) for quick approval. We will review it and send it back to you within 2–3 business days (sometimes sooner!). This is also when we will consider this piece for possible inclusion in regional publicity. Please note: You do not have to send community calendar listings or basic announcements (100 words or less) to communications staff for approval.

2. **I am unable to attend the communication coordinator webinar on Oct. 16—how do I obtain the information I missed?**

All quarterly communication coordinator webinars will be recorded and linked to from the [Training and Support](#) web page in the For Volunteers section of the GSGLA website. During the first meeting, all participants will be polled regarding best time/dates for future webinars—those who are unable to attend this first meeting can still contribute to this poll, as staff will email them a link.

3. **Can a service unit have more than one publicity facilitator?**

Yes, but talk to your service unit manager first to seek approval. Two publicity facilitators can be handy when working together and communication with one another. Please also make sure that staff has both of your emails and names listed for this position. Copy [data@girlscoutsla.org](mailto:data@girlscoutsla.org) when contacting your service unit manager to confirm your email is on the service unit roster.

4. **What approval process is necessary for girls making commercials for their Girl Scout Bronze Award?**

This simply depends on the use and placement of this commercial. Please send an email to [pr@girlscoutsla.org](mailto:pr@girlscoutsla.org) or call GSGLA Communications Manager Melanie Larsen at 626-677-2339 to discuss.