

SUBMISSION GUIDE

INCLUSION CRITERIA

As a publication of 2-1-1 Texas, the Community Information Digest must comply with the statutes of the organization. The list below indicates organizations or individuals who are fitting for 2-1-1 Texas inclusion. When considering submissions for inclusion, the following list will be consulted:

Advocacy groups

- Elected representatives at the city, county, state, and federal levels
- Health care providers of hospitals, health clinics, licensed home-health agencies, and intermediate and skilled nursing facilities
- Licensed day care centers for adults and children
- Nonprofit agencies that provide a non-discriminatory human service and that have a full-time paid or volunteer staff to answer the telephone
- Organizations (such as churches and social clubs) that offer a service to the community at large (rather than requiring membership in the organization)
- Private companies that provide a community service, AND at least one of the following:
 - A sliding fee scale or for free
 - Offer a service not available in the nonprofit sector
 - Professional organizations, especially in social services and health related fields
 - Self-help and mutual support groups
 - Service clubs
 - Texas-based government agencies providing a social service or health, education, recreation, legal, or consumer protection services
 - Toll-free lines that provide information about, or direct access to, a health and human service resource, AND can be accessed by Texas residents
 - Transportation services for clients of state and local health and human service agencies

FORMAT

Please follow the Event, Date, Time, Place, Cost, Description (Descriptions should contain a very brief narrative on who should participate, contact information for questions or registration and information on how the community will benefit) format for local events. All submissions should be made via email, with the event name and date in the subject line) to:

211@uwbv.org

Please include event descriptions (as opposed to submitting the event flyer).

DEADLINE

Every Tuesday by 5:00 PM.

ATTACHMENTS

Are no longer conducive to the format of the Digest and will not be accepted.

DURATION

Local Events will run within approximately two weeks of occurring.
Save the Dates will run within approximately four to eight weeks of occurring
Volunteer/Employment Opportunities and FYI entries will be listed for no longer than six weeks.

*All Questions & Submissions may be sent to **211@uwbv.org**.