

*[ Put your heading and logo here]*

Dear \_\_\_\_\_,

Thank you for partnering with and for becoming a team member of \_\_\_\_\_.

Here are a few items we will need to get you up and running as a team member.

Please provide by \_\_\_\_\_.

1. Bio. (Approximately \_\_\_\_\_ words) add what needs to be included.
2. Photo of book cover (s) if have one.
3. Photo-individual headshot in jpeg format.
4. Logo (if you have one).
5. Website address or blog address.
6. Provide additional social media links.
7. Email and phone contact (for team use only).
8. Read over the statement of faith at the end of this document. If you are unable to agree with this statement let us know.

*Send all this \_\_\_\_\_ . See email addresses at end of this document.*

### **Blog Post Specifics**

- Approximately \_\_\_\_\_ words per post.
- \_\_\_\_\_ #of posts per (month).
- You will receive a schedule each quarter.
  
- You will receive a bi-weekly reminder of who is posting that week in the update.
- Feel free to recycle your own previously published posts from another site, if six months older or more.
- Posts are due \_\_\_\_\_ before going live. Your 1st post is scheduled to go live \_\_\_\_\_.
- Send your fully edited post to \_\_\_\_\_.

Note: We may slightly alter the format or fix typos. On the rare occasion content sometimes needs to be altered. If this occurs, it would be discussed with the author of the

article before posting. Due to the SEO, search engine optimization, your title may be changed.

- We will provide a photo or graphic.
- Please include a scripture verse at the end of your blog.
- Finish with a question at the end of your post to draw in the audience.
- In the top left corner of your blog please insert your name, word count, and tags for the post.
- If you are citing a source please use:  
<https://owl.english.purdue.edu/owl/resource/717/01/>  
or [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)  
for the proper citation. (Or google Chicago Manual of Style.)
- Add your byline on the left bottom. Please include \_\_\_\_\_.

### **Division of Labor**

(Insert who does what for the team.)

**Please** support this ministry by having a partnership mentality and team spirit. You can do this by:

- **Social Media Interaction and Cross-Pollination:**
  - LIKING our team FB page
  - Encouraging your audience to subscribe to the \_\_\_\_\_ blogs.
  - Adding the ministry button with a link to the website on your website.
  - Supporting individual team members:
    - ✓ Liking FB fan pages of team members
    - ✓ Connecting on individual FB, Twitter, Pinterest
    - ✓ FBing and tweeting about released posts from other team members
    - ✓ Commenting on blog posts.
    - ✓ Participating in the team private Facebook page. (This page is used for quickly exchanging information, ideas, and personal prayer requests. It is an opportunity for us to build a community within the team.) You will find the team (or private group) icon on your personal FB home page on the left side under Groups. The icon to click on is \_\_\_\_\_.

We are looking forward to partnering with you!

Thank you for joining the \_\_\_\_\_ Team.

[ signature]

[Add your contact information and statement of faith.]