



Thank you for your interest in the Help Me Grow Listserve Announcements.

The Listserve Announcement is organized by city as well as a section for Additional Announcements which will house events located in multiple locations or outside of Orange County.

Guidelines for the Help Me Grow Announcement are as follows:

Send information either in the body of an email, in a Word document or on the template provided below. Please make sure to include the following:

- a short description (2-3 sentences) of the event, workshop or training (events must be for children or parents)
- date
- location
- contact information
- PDF flyer with detailed information (if needed).
- Limit the size of the attachments to 10 mega bytes.
- Agency newsletters, job postings or advertisement for ongoing services cannot be included in the Listserve.

IMPORTANT: Listserve requests must be sent to the appropriate liaison by Friday 5pm to be included in the following week's announcement.

- [Deanna Parga](#) – Region I
- [Claudia Estrada](#) – Region II
- [Yvette Nuñez](#) – Region III
- [Cynthia Rodriguez](#)- Region IV
- Announcements in multiple cities or out of county can be sent to any of the liaisons.

The Help Me Grow Listserve Announcement is sent out on Thursdays to all subscribers.

Our goal is to effectively and efficiently share events with our community partners.

We thank you for your cooperation.



Name of Event:	
Date:	
Description:	
Location:	
Contact information:	

****Be sure to submit any flyers you'd like included**