

## **Guidelines for Sai Centers to Develop an Informational Hand-out/Brochure**

### **About Local Center Activities**

#### **(to be included in Newcomer Packets)**

The Newcomer Welcome and Orientation Committee is proposing that each Sai Center develop their own informational sheet or brochure to list all Center activities, which should be included in the Newcomer Welcome Packets (along with the brochures about Sathya Sai Baba and about the Sai Organization). This simple one-page hand-out will be very useful to any visitor who comes to any of your Center activities, because it will let them know at a glance what other activities are available at your Center and when and where they can get involved. If you already have information like this available, please put one in each of your Welcome Packets.

Since each Center will be developing their own hand-out, each one will be unique to the various Centers' activities, schedules, and style. However, it would be helpful if all of them conveyed the basic information listed below. These "Center Activities" hand-outs can also be useful for all members to have. However, please remember, we want them to be understandable to *newcomers*, so please explain all unfamiliar terms used (i.e., *seva*, *SSE*, etc.)

Since it is the Devotional Coordinator's job to ensure that there is a Newcomer Welcome and Orientation program developed and maintained, it would also be the responsibility of the D.C. to see that the "Center Activities" brochure is developed and included into the Welcome Packets. However, any Center member could make up the hand-out. The D.C. could ask for a volunteer to develop the "Center Activities" hand-out according to these guidelines:

The title should be:

**Sri Sathya Sai Baba Center of \_\_\_\_\_**

#### **Center Activities**

The hand-out/brochure should list all the various activities your Center provides. It should also include a brief description of those activities, so that a newcomer would have the basic information to know what the activity is about. For each activity/program, list the day and time of the program. Also, give the venue. If it is held in a devotee's home or if the location rotates, a contact name and information can be listed instead of the address. (See examples below):

**Devotional Programs:** (Activity description, such as "Bhajans/Devotional Singing and Meditation; Study Circle)

Day:

Time:

Venue:

**Service (Seva) Projects:** (Describe each one, along with when and where they are held.)

**Sathya Sai Education (SSE) Programs for Children:** (List age ranges for the various programs and when and where they meet.)

You can also include contact information within each of the above categories. But it would still be helpful to list all the officers and their contact information at the end.

Thank you for taking the time to do this and for making it easier for all newcomers (and everyone) to participate more easily in all the meaningful activities at your Center!

*Love All; Serve All*