External Communications

How does our organization work with external entities? Marketing, mailing lists, contacts, etc

- Onboarding Emails
- Posters
  - Basic Poster
  - Wheatpasting
- Contacts
  - Contact Template

Onboarding Emails

Save the Date Email

Hi all!

Greens & Beans Grocery Co-Op is hosting a new member onboarding session on **[insert date]** at **[insert time]** at Luther Place Memorial Church. It will take about 15 minutes. If you are interested in becoming a new member, we would love to see you there! Sign up to attend here **[insert link]**.

In the meantime, check out our membership agreement and FAQs.

Following the onboarding, there will be an opportunity to meet other co-op members, listen in on a discussion, and shop our products. Bring your own reusable containers, or use one from our collection.

You are receiving this email because you are on our mailing list and/or have filled out our interest form. Please let us know if you no longer wish to receive these emails and we will remove you from our list.

Thanks!

- Your friends at Greens & Beans Grocery Co-op

Initial Follow-Up Email

Hi!

Thanks for attending the Greens and Beans orientation yesterday. To join, next steps are as follows:

1. Agree to our membership agreement.
2. Pay dues.

Once you've done that, we'll add you to our Google Group, invite you to our WhatsApp, share the task signup list, and you'll be able to shop at the store!

Thanks,

- Your friends at Greens & Beans Grocery Co-op

New Member Follow-Up

Subject: Welcome to the Greens & Beans Grocery Co-op! We are excited to have you

Hi **[insert name]**!

I see that you signed the membership agreement! Here are the next steps:

- Join our WhatsApp group here. This is where we do most of our communicating! Let me know if you experience any issues joining
- Create an account on our website. Go to the menu and click “Sign Up”. This is where we keep/update all of our internal info
- Download the Meso app and create an account to order fresh produce
- We usually get together about two Sundays per month at 6pm in the Luther Place Church Basement (where we held the onboarding), but it is not required to attend. You can shop on Sundays at that time or Wednesdays from 5:30-7:30 pm
- To see the times of these get-togethers, and any other co-op scheduled activities, join our Google Calendar
- Review our list of tasks and descriptions here. Sign up for an open task, connect with the Committee leads for the work you're interested in, or let me know where you'd like to get plugged in!

Note that there is a 3-month trial period for new members. Read more about the trial period here.

Thanks, and excited to have you on board! Let me know if you have any questions.
- Your friends at Greens & Beans Grocery Co-op

Posters

Guide to making a poster:

1. Find designer
2. Give them initial vision for poster
3. Pay for poster
4. Print poster
5. Wheatpaste around town

Basic Poster

1. Find designer
    1. Do we know anyone who does graphic design?
2. Give them initial vision for poster
    1. Since we're an offshoot of W2MA, maybe we can use the raccoon somehow?
    2. How about a raccoon gardening?
3. Pay for poster
4. Print poster
5. Wheatpaste around town

Posters

Wheatpasting

Instructions for wheatpasting

Contacts

Contacts

Contact Template

Add Meeting | **Add Contact**

Information

Company	
Work Email	
Work Phone	
Personal Email	
Personal Phone	

Background

-

Contact History

(most recent contact first)

- yyyy-mm-dd
  - details of whatever transpired