

Veterans of Foreign Wars Auxiliary
Department of Maryland

HISTORIAN – MEDIA RELATIONS PROGRAM



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Sending a Newsletter to Members

Prefer the old-fashioned newsletter as a media tool for your auxiliary? Creating a newsletter in Microsoft Word is a simple process to create a newsletter.

Here are some easy steps to set up your auxiliary's newsletter layout:

1. Open a blank Word Document.
2. Set the orientation you would like - Portrait or Landscape.
3. Choose 2 or 3 columns for your information using Layout > Columns.
4. Create a masthead by placing your cursor at the top of the page and going to Insert > Shapes > Rectangle to draw a banner across the page.
5. Double-click inside the shape to add your information: Auxiliary Name, Name of Newsletter, Date.
6. Use Insert > Text Box > Draw Text Box to insert each article.
7. Polish your newsletter articles and add interest by inserting Pictures, Clip Art, and Photos.

June is a great time to send a newsletter to your members. Include your 2026 - 2027 Roster of Officers and Program Chairmen, awards you received at our Department Convention, and Dates of upcoming events.

Thank you for your reports and efforts this year for the Historian - Media Relations Program. Keep telling our story to your communities!

Why Are Reels an Excellent Communication Tool

If your goal is telling your auxiliary's story to your communities online, Reels are your best option. Just look at these statistics.

- 35% of screen time is spent watching Reels.
- Reels are watched over 140 billion times each day.
- Reels reach 726.8 million users.
- 50% of Instagram users watch at least one Reel every week.

If your auxiliary hasn't made a Reel yet, consider the challenge. With the powerful impact they make, Reels are a valuable tool for Media Relations.



Legislative Conference

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