



DIGITAL PLATFORMS CONTENT GUIDELINES

Applies to Newsletter, Website, and Social Media

Overview

Harrison Township’s digital platforms, including the township newsletter, website, and official social media channels, are designed to serve the residents of Harrison Township. All content submitted for inclusion must be relevant to that audience.

All content inclusion requests are subject to review and approval by Harrison Township and its designated publisher, CommUNITY Partners.

Inclusion Guidelines and Criteria

- Content may include, but is not limited to, event announcements, informational updates, township messages, citizen or community news, leadership communications, human interest stories, expert or featured articles, and advertising from for-profit and non-profit organizations.
 - Requests may be submitted by township leadership, staff, residents, community organizations, non-profit groups, local businesses, and other qualifying individuals or entities.
 - All submitted content must have a clear connection to Harrison Township and/or broad relevance to the intended audience of the Township’s digital platforms.
 - Content that is determined by Harrison Township to be offensive or inappropriate will not be published.
 - Content that is inconsistent with the purpose or editorial standards of the Township’s digital platforms will not be published.
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Additional Guidelines

- Harrison Township's digital platforms are non-partisan and maintain a strict policy of neutrality. Content that promotes, endorses, or opposes any political candidate, party, agenda, legislation, or movement will not be published.
 - Content promoting games of chance must comply with all applicable state, county, and municipal laws and ordinances.
 - Content promoting alcohol must also comply with all applicable state, county, and municipal laws and ordinances.
 - All requests must be received at least seven (7) business days prior to the desired publication date.
 - Placement is not guaranteed and is subject to space availability, editorial review, and approval by Harrison Township and the Publisher.
 - Submissions may be edited for brevity, clarity, or consistency with editorial standards.
 - Approved content will appear in the section or format deemed most appropriate by the Publisher across the Township's digital platforms.
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Eligibility and Fees

- Requests from qualifying non-profit and community organizations that support or provide a benefit to Harrison Township residents may be eligible for inclusion at no charge. Approved submissions will be published as requested, subject to the Overview, Inclusion Guidelines and Criteria, and Additional Guidelines outlined in this document.
- Requests from non-profit and community organizations that promote income generation, brand visibility, professional services, the sales of goods, or other organization-driven benefits may be subject to a publishing fee. Submit your request, you will be contacted if a publishing fee is required.
- Requests that promote for-profit businesses, commercial activities, the sale of goods, services, or other offerings are subject to a publishing fee. Submit your request to receive additional information.
- Events and activities organized by a for-profit business or other entity, wherein a portion of proceeds benefits a qualifying non-profit or community organization, may be eligible for reduced publishing fees. Submit your request to receive additional information.