



My Community Hub - Charity Partner Info Pack

Welcome!

My Community Hub is all about celebrating the great work happening across Sussex.

Together, we help residents discover your organisation, connect with your events, and hear your stories.



Who We Are & Our Goals

We're a local platform connecting residents with charities, stories, and volunteer opportunities.

A free space for charities, CICs, schools, and community groups in Sussex.

A bi-monthly digital newsletter featuring partners, events, and community updates.

Our goal: make it easier for residents to get involved and for organisations to be seen.



What You Get - For Free!

A listing on the Sussex Community Hub website.

Online exposure.

Dedicated space on our **website** with your logo, description, contact details, and links.

Bi-monthly story space in the newsletter.

Reach a wider local audience.

space to share your **stories** and **updates** with **residents**.

Share events, volunteer needs and campaigns.

Amplify your message.

Share **volunteer** opportunities and ways for residents to **get involved**.



How to submit your stories and updates:



Everything you need to take part in My Community Hub Sussex is now done through one simple form. Use it to register your organisation and submit your story, event, or update for publication.

My Community Hub *Sussex* is released every two months.

To feature in the next issue:

- Submit your form by the end of the month before publication
- (e.g. for the December / January issue, submit by 29th of November)
- The newsletter is published during the first and second week of the issue month.

Tips for a Great Submission

Keep it clear, genuine, and image-led. Use your space to share what's new, what's needed, or what's next for your organisation.

Tip: Keep a folder of photos and stories ready – it makes filling in the form quick and easy!



Share

- **Post the newsletter link on your social media channels**
 - Forward it to your mailing list or community groups
 - Add it to your website or noticeboard
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Engage

- Like, comment, and share stories from other local organisations
- Tag each other to boost visibility and connections
- Celebrate each other's wins – stronger together!



Highlight

- Announce: “We’re featured in My Community Hub Sussex” on social media.
- Remind your community where to find your latest updates
- This positions your organisation as part of a bigger local movement





Website: findmycommunityhub.co.uk

Email: mycommunityhubuk@gmail.com

[Facebook: @mycommunityhub](#)