



Wai'anae Moku Navigators Newsletter Submission Guidelines

Innovation Moku is a monthly newsletter designed to connect and support organizations throughout the Wai'anae Moku by sharing insights, resources, opportunities, and community news. We welcome submissions from our partners and other community organizations that align with the purpose of each section.

Submission deadline: Third Friday of each month

Newsletter distribution: Within the first 1-3 business days of the following month

Materials will be reviewed for clarity, relevance, and available space. We will make every effort to preserve the original content and voice while recommending changes when needed. Submission does not guarantee publication, and we reserve the right to exclude materials that do not align with Wai'anae Moku Navigators' mission, values, or the purpose of our newsletter. Late submissions may be considered for the following month's issue.

Please ensure all information, links, and contact details are current and accurate. By submitting photos, please confirm that you have permission to share them.

Newsletter Section	Materials Needed
Article of the Month Insights on nonprofit trends, leadership, collaboration, funding, and issues affecting our communities.	• Article submitted via Google Doc or Microsoft Word document • Photo(s) with brief descriptions • Name of the organization or person submitting the article
Community Currents News, milestones, accomplishments, and highlights from organizations throughout our community.	• Feature title • Photo(s) with brief descriptions • Short write-up (one paragraph, no more than 5 sentences)
Moku Events Upcoming events and activities happening throughout the Wai'anae Moku.	• Event photo or flyer • Link, document, registration information, or contact information • Event must be relevant to or take place within the Wai'anae Moku
Resource Spotlight Tools, funding opportunities, trainings, events, and other resources for nonprofits and community organizations.	• Resource relevant to nonprofits or community development • Link, document, or email for more information • Resource flyer or organization logo
Kaiāulu Corner Questions from nonprofit leaders and community members, answered by our team or guest experts.	• Topics and questions must be relevant to the nonprofit sector or community • Individuals interested in being featured as a guest expert must submit both a proposed topic and a prepared response ◦ Acceptance of guest experts and featured topics will be determined by the Executive Director ◦ A professional headshot is required for individuals selected to provide a response

HOW TO SUBMIT

Email submissions to support@wmnavigators.org by the third Friday of the month. Please include your organization name and the newsletter section you are submitting for.

