# **2023 OHCE Membership**

# **County Membership Recruitment Brochure**

# ***Instructions for County Customization***

* Open the OHCE Membership Recruitment Brochure Template. It is an MS Word file.
* In the brochure there are ‘locked’ areas OHCE recommends included in all county brochures as a means of standardizing our image.
* There are 14 areas in the brochure template open to customization by your county.
* Browse through the brochure template file to familiarize yourself with the yellow areas that can be personalized to fit the needs of your county recruitment plans.

## **Instructions for county personalization:**

**Left Panel page one:**

* Click in the yellow field that says Washington County, change to your county name, enter the address, city, zip, and phone number.
* Click on the next field. Delete or replace this text as needed. Enter the club’s name, enter the meeting day and time. Repeat as needed, there are 11 group name fields. After all groups in your county are listed as desired, delete contents of unused fields.
* Under dues change to your county name.
* Click on the next field. Delete if there is no county website or enter the county website as appropriate.

**Center Panel page one:**

* Click on the County name and change to your county.

**Right Panel page one:**

* Click on the county name and change to your county name.

**Left Panel page two:**

* Under “contact request form” click on the county name and change to your county name.
* Click on the county under “Join OHCE” and change to your county.
* Click on “Call” and change to your County Extension Centers phone number.

**Center Panel page two:**

* Under “Education – Families” click on the county name and change to your county name.
* Areas titled “Education Programs and Educational Events” under these headings are open fields; list your own county programs and events. Delete any unused list items.

**Right Panel page two:**

Below the definitions of the OHCE Program Areas is a two-paragraph section of OHCE background.

As an option, your county can remove this information and insert event or county specific information.