

VOL. 1
NO. 1
SAMPLE ISSUE

THE DOVE

A monthly newsletter for your whole team

WINGS UP, TEAM!
YOUR HEADLINE GOES HERE

**YOUR
THEME
HERE!**



INSIDE!
**Your Lead Story
Goes Here**
A short teaser line about the
big news this month.

THE CHALLENGE
**Your Team
Goal!**
Show the goal, the target and
how close the team is.

PLUS...
**Recognition
and Fun**
Shout-outs, a joke, a recipe
and a puzzle.



FEATURE STORY

Your Big Story Goes Right Here

This is where your office shares its biggest news of the month: a milestone, a new program, a team win or a story that makes everyone proud. Write it the way you would tell it to a friend.

A feature runs about 150 to 200 words. Add a pull quote from someone on the team and a photo to bring it to life.

PHOTO

“A short, memorable quote from a team member goes here.”

Team Member Name, Role

OFFICE UPDATES

- ✓ **Location One:** your update about the team, a new hire or an event.
- ✓ **Location Two:** a win to celebrate or a reminder.
- ✓ **Location Three:** what is coming next month.

HOLIDAY HOURS

List office closures and holiday hours here so everyone knows when the doors are open.

SPACE FOR A NOTE

PHOTO

PHOTO

PHOTO

COLLEAGUE OF THE MONTH

PHOTO

Team Member Name

Location Name

A few lines on why this person is being recognized, in the words of the people who work beside them.

CELEBRATIONS

Birthdays

Name • Name • Name

Work anniversaries

Name, 1 year • Name, 5 years

Welcome, new team members

Name • Name

Kudos

A thank-you from one teammate to another.

DID YOU KNOW?

A short fun fact about your team, your town or your field goes here.



Focus Compliance • Operations • Reporting

COMPLIANCE

- ✓ A reminder about records and paperwork.
- ✓ A policy refresher for the whole team.

Why it matters: clean records keep everyone ready.

OPERATIONS

- ✓ A process that is working well.
- ✓ A habit to build this month.
- ✓ An idea to try across offices.

Why it matters: steady habits turn into steady results.

REPORTING

- ✓ A number to watch this month.
- ✓ Where the team can help next.

Why it matters: clear numbers show where to help.



A Message From The Owner

From the owner's desk

A headline for your message...

This column is for a personal note from the owner or leader: a thank-you, a goal, a story from the field or a word of encouragement. A few short paragraphs is plenty.

— Owner Name, Title

Caregiver Corner

A tip, a thank-you or a reminder for the people who work in the field.

- ✓ A good habit to share

Office Nest

News and reminders for the office team: tools, tips and process wins.

- ✓ A shortcut that saves time

Directors' Desk

A note from the people leading each area, and what they need from the team.

- ✓ A priority this month



Marketing in Motion

Share what the marketing team is working on: campaigns, events and new ways to reach families.

Industry Watch

One short update on news, rules or trends in your field that your team should know about.

Team Goal Tracker

TARGET • DEADLINE

Name the goal here, such as total hours or new clients, and show how each location is doing.

Location One		82%
Location Two		64%
Location Three		47%

Good Neighbor Nest

A community story: a partner, a volunteer day or a local event your team joined.

PHOTOS

Calendar

- Week 1** A date and an event
- Week 2** A date and an event
- Week 3** A date and an event
- Week 4** A date and an event

MONTHLY SMILE

A clean joke goes here. Keep it friendly and short.

SNACK OF THE MONTH

A simple recipe with three or four ingredients and two quick steps.

PEP TALK FROM THE DOVE

A short word of encouragement for the whole team.

CARTOON CORNER

BRAIN TEASER

A word search, a trivia question or a riddle for the team.