

# Access Humboldt

## COMMUNITY BULLETIN BOARD FORM

Use this form to submit an entry for Channels 10 &/or 12 Community Bulletin Boards, for nonprofit and community service groups, provided by Access Humboldt.

### Who may post listings?

The bulletin board exists for nonprofit and/or community service groups and organizations. These must reside and do business in Humboldt County. Announcements may include charitable events/benefits. There is no fee for usage. Organizations may be required to show a copy of their 501(c)3 letter of exemption from the IRS, to verify their nonprofit status. Access Humboldt also posts information about programs being cablecast and the program schedule on the bulletin board.

### What type of listing may not be posted?

Material containing direct appeal for contributions of funds, support or other property of value, even if the appeal is for a tax-exempt nonprofit entity. Announcements of fundraising events are restricted to nonprofit organizations and public charitable events. Other prohibited material includes information concerning a lottery or games of chance, matter intended to defraud the viewer, matter which invades the privacy of a private citizen, reference to any commercial business, service or product or promotion of the sale of products or services, with the exception of sponsorship as defined by Access Humboldt's Operating Policies. Obscene, libelous or slanderous matter as defined by law is prohibited. *For more detailed information on prohibited material, please read Access Humboldt's Operating Policies and Procedures\*.*

1. **Organization name:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_ **Contact phone:** \_\_\_\_\_

2. **Start Date of listing or notice:** \_\_\_\_\_ **End date:** \_\_\_\_\_

Note: It may take up to one week for your notice to appear on the bulletin board.

3. **Notices:** Please be as brief as possible. **Ideal message contains headline, 2-lines of text, when, where, and a contact.** Therefore, if your message is too long we may have to edit to fit the space. If we have to edit, we may have to take out something important to you!

### Please write your information on the space provided:

**Headline:** \_\_\_\_\_

**Text:** \_\_\_\_\_

**Text:** \_\_\_\_\_

**When:** \_\_\_\_\_

**Where:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

Recommended: Indicate AM or PM on times for event. Include a phone number for viewer information.

4. **Mail, email or fax completed form to:**

Access Humboldt  
P O Box 157  
Eureka CA 95502  
Email: [bbs@accessshumboldt.net](mailto:bbs@accessshumboldt.net)  
Fax: 707.476.1702

For further information you may call our administrative office at 476-1798. For programming or scheduling questions call 476-1651.

\* Available by request or you may read them on our website: [www.accessshumboldt.net](http://www.accessshumboldt.net)