COMPASSION COALITION
An Initiative of Knoxville Leadership Foundation

Bulletin Board Submission Guidelines

The Bulletin Board connects churches, ministries, organizations, and individuals with opportunities to serve and support our neighbors throughout Knox County. Each week, we share local needs, volunteer opportunities, community resources, trainings, and other ways to put compassion into action.

Submitting an Entry

Deadline: Submit information by noon on Monday to be considered for that week's Bulletin Board.

How to submit: Email requests to bulletinboard@compassioncoalition.org.

Requests for individual or family financial assistance: Please use our Connection Point referral process at compassioncoalition.org/connection-point/.

Local Needs

Churches, ministries, nonprofits, and case managers may submit specific non-financial needs for individuals or families that have not been met through other available resources. The Bulletin Board sends these needs to churches and others who may be able to help.

When submitting a need:

- Provide a brief description of the need.
- Needs must be vetted and submitted by a case manager, pastor, ministry leader, or other helping professional who will serve as the contact person.
- Include the contact person's phone number and/or email address.
- Do not include the name or contact information of the individual or family receiving assistance. We do not publish their identifying information.
- When possible, include the ZIP code where the need is located. This helps churches identify opportunities to serve in their area while protecting the privacy of the individual or family.

Example: A veteran in the 37918 area needs a couch or recliner. Please contact [your email] if you can help.

Once a need is posted: Needs are generally included for one week unless other arrangements are made. Please let us know as soon as a need has been met so we can celebrate the connection and keep the Bulletin Board current.

Volunteer Opportunities

Churches and nonprofits may share opportunities for individuals or groups to serve in meaningful ways.

Please include: A brief description of the opportunity, date and time (if applicable), location, and contact information.

Community Resources

Nonprofits and community organizations may share resources that could benefit individuals and families in Knox County.

Please include: A brief description of the resource, eligibility information if applicable, date and time (if applicable), cost (if any), location, and contact information.

Supporting Local Organizations

Businesses, nonprofits, churches, and other organizations may share items available for donation or specific in-kind needs that could help support their work in the community.

Please include: A brief description of the item or need, information about pickup, delivery, or drop-off, and contact information.

Classes and Training Opportunities

Churches, nonprofits, and community organizations may share classes, workshops, or trainings that provide practical information, skills, or support for individuals serving our community.

Please include: A brief description, date and time, cost (if any), location, registration information, and contact information.

Community Prayer

We believe prayer is essential to the work of mercy and compassion and to the transformation of our community. We welcome opportunities that bring people together to pray for our neighbors and our city.

Please include: The date, time, location, and contact information.

What We Do Not Post

To keep the Bulletin Board focused on opportunities to serve, connect, and support our community, we do not post:

- Job openings
- General event announcements
- Financial/cash requests
- Fundraising campaigns or requests for monetary donations

Not sure if your submission is a good fit? Email bulletinboard@compassioncoalition.org and we'll be happy to help.

Want to receive the Bulletin Board each week? Sign up at compassioncoalition.org/stay-informed/.