



CCVO
Calgary Chamber of
Voluntary Organizations

Guidelines for Guest Bloggers

Contribute to advancing the nonprofit sector

Thank you for your interest in helping to promote and strengthen the nonprofit sector in Calgary and beyond, by contributing to the CCVO blog on calgarycvo.org. We invite CCVO members, thought leaders and community partners to contribute as guest bloggers to share their expertise and insights with our diverse audiences – nonprofit leaders and professionals, foundations, funders, and other community-minded individuals in Calgary and area. Please review the following information to understand what we are looking for and what we require from you.

What we need from you initially

To save time, start by reaching out to us via email to: info@calgarycvo.org with the following information:

- Your background (name, title, organization)
- Topic you wish to write about
- Short summary or outline of your proposed article
- The key takeaway of your blog
- Links to samples of previous writing (if applicable)

Our communications staff will be in touch within 3-5 days if your proposal has been accepted and to discuss next steps.

What we're looking for

CCVO invites subject matter experts and other voices from across the nonprofit sector to share their experiences, expertise, and ideas. Your blog post should add something new to ongoing conversations, be relevant and timely for readers, and make a difference in how they see and go about their work. Submissions may take the form of thought leadership, be a how-to, or provide analysis of current happenings that affect the sector.

Sample topics

- Organizational strategy
- Emerging issues/trends in the sector
- Leadership
- Governance
- Policy advocacy and government relations
- Collaboration and partnerships
- Workforce development and human resources

- Fund development
- Communications
- Program management
- Financial management
- IT and data management
- Systems thinking

How to write an effective post

- Choose a short headline that gives readers a reason to want to read more.
- Keep your post to less than 1,000 words.
- Use sub-headings, short paragraphs, and bullet points to make your post easier to read/scan.
- Write in a conversational tone using clear and concise (plain) language.

Other important details

- All submissions must be original content and not be previously published.
- While cross posting on your organization's website is allowed four weeks from the original date of publishing, please include an acknowledgement and link to the original CCVO post.
- Facts, data, and other works cited must be properly attributed and, where applicable, linked to the source content.
- Submissions will be edited to meet CCVO style guidelines. Those that require substantive edits will be returned with comments for further development.
- CCVO reserves the right to refuse submissions, including those that are promotional or partisan in nature.

Questions?

Email info@calgarycvo.org with the subject line: **guest blog inquiry**