



## Posting to Civic Life Notification

Civic Life Notification reaches subscribers interested in hearing about Office of Community & Civic Life (Civic Life), Civic Life's nonprofit partners, and about community engagement opportunities in Portland.

### Who May Submit Posts

There are two categories for entities that may submit posts:

1. **Civic Life and Civic Life's non-profit partners** including: neighborhood associations, neighborhood business district associations, and select non-profits that Office of Community & Civic Life partners with [See "Civic Life Notification Policies and Procedures" addendum, available at [www.portlandoregon.gov/civic/subscribe](http://www.portlandoregon.gov/civic/subscribe) for further details]
2. **Government agencies other than Civic Life** with jurisdiction in the City of Portland, including other City bureaus, that address issues within City boundaries

### What Gets Posted

[See "Civic Life Notification Policies and Procedures" addendum, available at [www.portlandoregon.gov/civic/subscribe](http://www.portlandoregon.gov/civic/subscribe) for further details]

- **Civic Life and Civic Life's non-profit partners** may post items relevant to Civic Life or Civic Life's non-profit partners that provide useful information to the public or seek input from the public.
- **Government agencies other than Civic Life** with jurisdiction in the City of Portland may post items seeking input from City of Portland residents about issues within City boundaries.

### How to submit items to Civic Life Notification:

To submit items, send information to be posted in an email to [civicnotification@portlandoregon.gov](mailto:civicnotification@portlandoregon.gov). The email must include the following information:

- Title, no longer than 255 characters
- Short summary of crucial information no longer than 255 characters
- Body of the posting, which may be a link to a website, a file, or text
- Name of the organization posting the item

Civic Life Notifications are processed within the next 24 business hours, barring any technical malfunction. Please limit submittals to one posting per item.

Length of time that items stay posted at [www.portlandoregon.gov/civic/notification](http://www.portlandoregon.gov/civic/notification):

- Time-specific items (public comment periods, meetings, press conferences, recruitments for committees, application periods for grants, etc.) stay posted until the completion of the event
- Items that are not time-specific (changes to code or procedure, newsletters, position statements, etc.) stay posted for 14 calendar days