



2017-2018 HSA GUIDELINES

Communicating with our Parents

All communication from the HSA to Parents must be approved before distribution. At least two weeks before the distribution date, please use the following online submission form link under “Media Relations – Submit a News Story” to submit all flyers, event invitations, Friday Folder inserts, e-blasts, Newsletter and Church Bulletin announcements for approval. SJCS Administration will ensure all communication adheres to a consistent format, uses appropriate logo placement and copy tone. Once the communication has been approved by school administration, you will receive notification that it is ready for distribution and/or that it has been routed to the appropriate personnel.

Submit communication requests here: <http://www.sanjosecatholicsschool.com/news/>

Friday Folder Distribution Process:

Once approved by Administration, all flyers, invitations, announcements, etc., must be delivered to the Health Room by the **Wednesday before the Friday** you would like to have the document delivered home to parents. A class breakdown of youngest in each family and class totals will be provided to all Board Members. When preparing your copies, please clip or rubber band each class together. Label the group by Grade, Teacher and Youngest or ALL (for example: 1H – Y, or 1H – ALL) which means for Grade 1, Teacher Smith, to the youngest only (Y) or to ALL (everyone in the class). Please remember that all communication must be approved prior to distribution by submitting the digital version here: <http://www.sanjosecatholicsschool.com/news/>

Newsletter and Church Bulletin Distribution Process:

All HSA Board Chairs and Committee Chairs will be identified as possible contributors to the SJCS Weekly Newsletter and the SJCS Church Bulletin Page. A link to an online submission form is available here: <http://www.sanjosecatholicsschool.com/news/>. Please note that completing the submission form is REQUIRED for inclusion. The form will guide you through the details needed to submit information. If you require help creating your submission, please contact the HSA Communications Director. Please do not submit information via email directly to a SJCS staff member. You **CAN** work ahead and submit items for Newsletters and Bulletins that will be published in the future by using the date selection form fields.

All of your submissions will be included in a DRAFT, provided that they adhere to the submission requirements. The DRAFT will then be sent to the editor for final editing, in the interest of creating a good quality publication.

- The deadline for submitting content for the weekly newsletter is every Wednesday, two (2) days prior to the print date.
- The deadline for submitting content for the church bulletin is every Monday for the following week's publication, six (6) days prior to the print date.

Please plan accordingly and remember that all communication must be approved prior to distribution.

Please Note: Please feel free to contact the HSA Communications Director who can help make your announcement stand out.

SIGN UP GENIUS

Sign up genius is a tool available for use when a Home and School Board member needs to request volunteer assistance to a particular school event. The Board member should request a sign up genius to an event at least 3 weeks prior to the event. This information should be forwarded to the HSA Volunteer Coordinator/ Sign-Up Genius Chairperson.

Important information to include in the request:

- Title of the event
- Date and time of the event
- Date(s) and time that volunteers are requested
- Relevant information regarding duties that the volunteers will be responsible for and the number of volunteers requested for each duty
- Will the volunteer come in contact with students and therefore, need to meet Diocesan policy volunteer requirements
- Contact person and contact information to include in the post in case a volunteer has questions or concerns

MEETING/EVENT ROOM RESERVATIONS

- Parish Hall (cafeteria)
- Community Room
- Jubilee Room (kitchen and meeting room in the church office building)

Please contact the following administration at least two weeks prior to the event to reserve the room.

Daytime Events:

Susan Courtney, email: courtney@sanjoseschool.com, phone: 904-733-2313

Evening/Weekend events & Jubilee Room

Donna Carle, email: admin@sjcatholic.org, phone: 904-733-1630

KEY ACCESS AND ALARM CODES

Please contact Susan Courtney, at school office for all school campus keys and alarm codes.

MAINTENANCE REQUESTS

To procure help from our maintenance department, for set up or breakdown of an event, please fill out an **Event Maintenance Request Form** and return to school office no later than two weeks prior to the event. Please keep this to a minimum and attempt volunteer help when possible. The fee for clean-up of a meeting/event room is \$50. Please be sure to work the cost into your budget.

In Case of Emergency, please contact Milford Coffey at 904-742-8372.

SHOPPING FOR HSA EVENTS**

Food orders for major events may be placed through the food distributor which serves the SJCS Cafeteria. Please work with the SJCS Cafeteria Manager to organize these orders.

Suggested event supplies/decoration web sites:

www.shindigz.com

www.windycitynovelties.com

www.orientaltrading.com

Please use our tax exempt status whenever possible

** Please see *Treasurer Procedures* for additional information

HSA COPIER

The HSA copier is located in the concession stand in the Gymnasium. The HSA copier code is 2013. Please use this designated copier for your pre-approved announcements. **DO NOT SPEND MONEY ON COPIES.** Please make them on our copier.

The door to the copy room is locked during the day. Please sign in at the school office and request the key to the copy room. If copies must be made after hours, please call Susan Courtney for access.