

FRIDAY FOLDER DEADLINES & GUIDELINES

DEADLINES:

District Friday Folder:

All submissions must be directed to Ms. Christina Hendricks (CHendricks@bernardsboe.com) for approval by 10 a.m. on Tuesday of the Friday Folder week.

Special Services Friday Folder:

All submissions must be directed to Ms. Jean O'Connell (JOconnell@bernardsboe.com) for approval by 10 a.m. on Tuesday of the Friday Folder week and copy Ms. Joanne Arvay (JArvay@bernardsboe.com).

Ridge High School Friday Folder:

All submissions must be directed to Mr. Frank Howlett (FHowlett@bernardsboe.com) for approval by 10 a.m. on Tuesday of the Friday Folder week and copy Ms. Judy Pavlik (JPavlik@bernardsboe.com).

William Annin Middle School Friday Folder:

All submissions must be directed to Ms. Karen Hudock (KHudock@bernardsboe.com) for approval by 10 a.m. on Tuesday of the Friday Folder week and copy Ms. Mary Knell (MKnell@bernardsboe.com).

Cedar Hill Elementary School Friday Folder:

All submissions must be directed to Mr. Joseph Mollica (JMollica@bernardsboe.com) for approval by 10 a.m. on Tuesday of the Friday Folder week.

Liberty Corner Elementary School Friday Folder:

All submissions must be directed to Ms. Gerry Burns (GBurns@bernardsboe.com) for approval by 10 a.m. on Tuesday of the Friday Folder week.

Mt. Prospect Elementary School Friday Folder:

All submissions must be directed to Ms. Joanne Hozeny (JHozeny@bernardsboe.com) for approval by 10 a.m. on Tuesday of the Friday Folder week.

Oak Street Elementary School Friday Folder:

All submissions must be directed to Dr. Jane Costa (JCosta@bernardsboe.com) for approval by 10 a.m. on Tuesday of the Friday Folder week and copy Ms. Kathy Slack (KSlack@bernardsboe.com).

GUIDELINES:

- A document may only be published one time. (same premise as backpack notices)
- If you miss the deadline for Friday Folder and if time appropriate, the submission will be placed in the following week's Friday Folder.
- No fundraising flyers referred by district PTO organizations will be sent in the District Friday Folder. Requests should be sent to the individual schools, and it will be the individual school's decision to advertise the event.
- No flyers sponsoring fundraising or charitable collections for individual projects may be sent home in the Friday Folder. Fundraising projects for sport teams, clubs or school sponsored community service may only be sent home in the District Friday Folder.
- All camp related flyers go home in the District Friday Folder ONLY.
- No activity or fundraiser that is in conjunction with a business may be sent home in the Friday Folders.
- Clubs that wish to advertise an upcoming fundraiser, may advertise in the PTO newsletter.
- Flyers specific to a building, i.e. Boy or Girl Scouts, should be sent to the appropriate building principal for approval.
- Documents must be submitted in PDF format.
Please note: The title of your attached flyer will be the title appearing in FridayFolder.
- Blurbs must be kept to a minimum of one sentence.
- To view previous Friday Folder publications, go to www.bernardsboe.com and click on Parents, Friday Folder, Friday Folder Archives.
- To register for the Friday Folders, go to www.bernardsboe.com, and click on Parents, Friday Folder, Friday Folder Sign up and follow the instructions.
- If you need to check or modify your Friday Folder profile to ensure that you are getting all of the district & individual school messages, click the "Update Profile" link at the very bottom of any Friday Folder email you have received, then click "Submit" and follow the instructions. (Ex: Student moving from WAMS to RHS)

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