

# FRIDAY FOLDER DEADLINES & GUIDELINES

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## **GUIDELINES:**

Per Board policy [1511 – Board of Education Website Accessibility](#), the district will no longer accept PDF files for Friday Folder. Outside organizations can send a link to their respective website that contains the content they would like disseminated through Friday Folder.

The link to the information must follow these guidelines:

- **A link may only be published one time.**
- 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 referred by district PTO organizations will be sent in the District Friday Folder. Requests should be sent to the individual school principal who will determine if the information can be included in their Friday Folder message.
- No links 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 information will 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 also advertise in the PTO newsletter.
- All flyers requested for a specific building Friday Folder are approved at the discretion of the principal.
- The link must be named the title you wish it to appear in Friday Folder.

School Friday Folder messages will be sent to parents via Genesis. If you have a Genesis Parent account, you will automatically receive the school Friday Folder messages.

To register for the District Friday Folder to receive information about events occurring in the community, go to [www.bernardsboe.com](http://www.bernardsboe.com), and click on Parents & Students, Friday Folder, Friday Folder Sign up and follow the instructions. The link to sign up is also available [here](#).

If you need to check or modify your District Friday Folder profile, click the "Update Profile" link at the very bottom of any District Friday Folder email you have received, then click "Submit" and follow the instructions.

Some of the content provided through this message service is not related to an official district sponsored activity or organization. For such content this service is being provided as a courtesy and in no way represents an endorsement from the Bernards Township Board of Education.

## **DEADLINES:**

### **District Friday Folder:**

All submissions must be directed to Ms. Christina Hendricks ([CHendricks@bernardsboe.com](mailto: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](mailto:JOconnell@bernardsboe.com)) for approval by 10 a.m. on Tuesday of the Friday Folder week and copy Ms. Kathleen Forsell ([KForsell@bernardsboe.com](mailto:KForsell@bernardsboe.com)).

### **Ridge High School Friday Folder:**

All submissions must be directed to Dr. Russell Lazovick ([RLazovick@bernardsboe.com](mailto:RLazovick@bernardsboe.com)) for approval by 10 a.m. on Tuesday of the Friday Folder week and copy Ms. Patti Albertson ([PALbertson@bernardsboe.com](mailto:PALbertson@bernardsboe.com)).

### **William Annin Middle School Friday Folder:**

All submissions must be directed to Ms. Karen Hudock ([KHudock@bernardsboe.com](mailto:KHudock@bernardsboe.com)) for approval by 10 a.m. on Tuesday of the Friday Folder week and copy Ms. Pam Collins ([PCollins@bernardsboe.com](mailto:PCollins@bernardsboe.com)).

### **Cedar Hill Elementary School Friday Folder:**

All submissions must be directed to Mr. Paul Ciempola ([PCiempola@bernardsboe.com](mailto:PCiempola@bernardsboe.com)) for approval by 10 a.m. on Tuesday of the Friday Folder week and copy Ms. Kristine Voorhees ([KVoorhees@bernardsboe.com](mailto:KVoorhees@bernardsboe.com)).

### **Liberty Corner Elementary School Friday Folder:**

All submissions must be directed to Dr. James Oliver ([JOliver@bernardsboe.com](mailto:JOliver@bernardsboe.com)) for approval by 10 a.m. on Tuesday of the Friday Folder week and copy Ms. Teal Barth ([TBarth@bernardsboe.com](mailto:TBarth@bernardsboe.com)).

### **Mt. Prospect Elementary School Friday Folder:**

All submissions must be directed to Ms. Joanne Hozeny ([JHozeny@bernardsboe.com](mailto: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 Ms. Holly Foley ([HFoley@bernardsboe.com](mailto:HFoley@bernardsboe.com)) for approval by 10 a.m. on Tuesday of the Friday Folder week and copy Ms. Chrissy Guibord ([CGuibord@bernardsboe.com](mailto:CGuibord@bernardsboe.com)).