

# **FRIDAY FOLDER DEADLINES & GUIDELINES**

(Updated: 3/15/10)

## **District Friday Folder:**

All submissions must be directed to Ms. Susan Morra (SMorra@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. Lisa Brodman (LBrodman@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. Cheryl White (CWhite@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. Judy Slutzky (JSlutzky@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:**

- If you miss the deadline for the current Friday Folder week and if applicable to be placed in the following week's Friday Folder (time sensitive), once & if approved, the submission will be placed in the following week's Friday Folder.
- No fundraising flyers referred by PTO organizations in the District 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 for individual projects may be sent home in the Friday Folder. Only fundraising projects for sport teams, clubs or school sponsored community service may be sent home in the Friday Folder.
- All camp related flyers go home in the District Friday Folder ONLY.
- A document cannot be published more than one time. It is the same as a flyer going home in the backpacks. It would only go home one time.
- Clubs that wish to advertise an upcoming fundraiser, may advertise in the PTO newsletter.
- Documents submitted should be in PDF format. Otherwise, it must be in Word format and named with a recognizable linked name so that one can locate it easily.
- Blurbs must be kept to a minimum of one sentence.
- To view previous Friday Folder publications, go to [www.bernardsboe.com](http://www.bernardsboe.com) and click on Parents & Students, Friday Folder Archives.
- When your son or daughter graduates from one school and moves to another school (Example: WAMS to RHS), please unsubscribe to the WAMS Friday Folder and subscribe to the RHS Friday Folder. Go to [www.bernardsboe.com](http://www.bernardsboe.com), Parents & Students, Alerts/News, scroll down to "Friday Folder Update!", and follow the instructions.

