



Office of the Superintendent

101 Peachtree Road, Basking Ridge, NJ 07920

Friday Folder Guidelines

GUIDELINES:

A PDF or link to the information you would like included in the Friday Folder must follow these guidelines:

- **One-time publication:** Each link may be published in the Friday Folder **one time only**.
- **Outside organizations:** Messages from outside organizations may not be submitted directly to schools for inclusion. Flyers from eligible 501(c)(3) organizations may be considered for inclusion in the **District Friday Folder**.
- **Submission deadline:** If a submission misses the Friday Folder deadline, it may be included in the following week's Friday Folder if timing permits.
- **Fundraising and charitable collections:** Links soliciting fundraising or charitable donations for individual projects may not be included in the Friday Folder.
- **School-sponsored fundraising:** Fundraising activities for sports teams, clubs, or school-sponsored community service projects may only be included in the **District Friday Folder**.
- **Camps:** All camp-related information may only be included in the **District Friday Folder**.
- **Business-related activities:** Activities or fundraisers conducted in conjunction with a business may not be included in the Friday Folder unless the event involves space being rented from the District.
- **Link title:** The submitted link or document must be titled exactly as you would like it to appear in the Friday Folder.
- **School Friday Folder submission process:** School-affiliated individuals, including teachers, administrators, parents, and individuals in leadership positions for a classroom, school building, activity, or sports team, may submit flyers for consideration to Christina Hendricks at the Board Office at chendricks@bernardsboe.com. The Board Office will review each submission and determine whether it is appropriate for distribution. If approved, the material will be forwarded to the appropriate school(s) for inclusion in their School Friday Folder.

District Friday Folder

Sign Up:

To receive information about community events and other approved activities, you must register for the District Friday Folder. Visit www.bernardsboe.com and select **Parents & Students** → **Friday Folder** → **Friday Folder Sign Up**, then follow the instructions.

You may also register directly using [the District Friday Folder sign-up link](#).

Updating Your District Friday Folder Profile:

To review or update your District Friday Folder information, select **"Update Profile"** at the bottom of any District Friday Folder email you have received. Then select **"Submit"** and follow the instructions.

Disclaimer:

Some content distributed through the District Friday Folder is not related to an official District-sponsored activity or organization. Such information is provided as a courtesy and does not constitute an endorsement by the Bernards Township Board of Education.

Deadline

District Friday Folder:

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

Updated: September 17, 2026