

BERNARDS TOWNSHIP PUBLIC SCHOOLS

FRIDAY FOLDER GUIDELINES & DEADLINES

GUIDELINES:

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

- **A link may only be published one time.**
- If you miss the Friday Folder deadline and timing allows, your submission will be included in the following week's Friday Folder.
- No links sponsoring fundraising or charitable collections for individual projects may be sent home in the Friday Folder.
- Fundraising projects for sports 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 unless space is being rented from the district for the event.
- Flyers for 501(c)(3) organizations can be included in the District Friday Folder.
- 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 the 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's Friday Folder messages.

To register for the District Friday Folder to receive information about events occurring in the community, go to 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 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 Jean O'Connell (JOconnell@bernardsboe.com) for approval by 10 a.m. on Tuesday of the Friday Folder week.

Ridge High School Friday Folder:

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

William Annin Middle School Friday Folder:

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

Cedar Hill Elementary School Friday Folder:

All submissions must be directed to Krissy Uhler (KUhler@bernardsboe.com) for approval by 10 a.m. on Tuesday of the Friday Folder week and copy Krissy Voorhees (KVoorhees@bernardsboe.com).

Liberty Corner Elementary School Friday Folder:

All submissions must be directed to Jim Oliver (JOliver@bernardsboe.com) for approval by 10 a.m. on Tuesday of the Friday Folder week and copy Juana Schwed (JSchwed@bernardsboe.com).

Mount Prospect Elementary School Friday Folder:

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