

HOP Committee Chairs' General Guidelines

1. Working with your Committee Volunteers
 - a. All-inclusive approach
 - b. Ample and timely notice
 - c. CORI forms on file with the front office
 - d. Delegate and supervise
 - e. Update folders - share notes/experience
 - f. Thank people
2. Coordinating with the School/Other Committees
 - a. Connect with your teacher/faculty contact
 - b. Keep Sharon MacDonald, Assistant Principal, Molly Logan and Mandy Sim informed
 - i. Curriculum-based communications must be sent to Sharon MacDonald for prior approval
 - ii. Grade-wide communications must be sent to Joanne Minassian for distribution through iParent partnering with Nancy Carbutt
 - c. Set venue, day and time with Nancy Carbutt (school calendar vs. web calendar)
 - d. Coordinate set-up/space layout with Glen Hines
 - e. Flyers/backpack distributions – BYO colored paper
 - i. Provide front office with paperwork IN ADVANCE
 - ii. Provide Nancy Carbutt with electronic PDF of your flyer for posting on faculty document repository
 - f. Police detail required for evening all-school events – contact Nancy Carbutt
 - g. No food policy for classroom events/crafts
 - i. Includes items that will not be ingested – e.g., paper mache (flour), inkpads

- ii. Clear any exceptions with Lisa Nigrelli
 - h. Storage closets – Nancy Carbutt has combinations
 - a. Take inventory before you buy; return items to closet; keep organized
 - b. Stage closets/Basements
 - i. Mailboxes
- 3. Communications Guidelines – Inside the School
 - a. Grade-wide communications to Joanne Minassian NOT room parents or coordinator
 - b. Haynes Connection website/weekly newsletter submissions (Webmasters Natalie Massarotti, Melissa Mahoney and Jen Kula)
 - i. Article submission
 - ii. Post events to web calendar
 - iii. Update your respective areas of website
 - c. Foyer Bulletin Board
 - d. Front Office Display Case
 - e. Sandwich Board (Karen Greenwood)
 - f. HOP General Meetings
 - g. Submit event photos to Yearbook (Bobbi Martin)
- 4. Communications/Publicity Guidelines – Outside the School
 - a. Town Crier coverage
 - i. Provide article and photos (without student names)
 - b. Consult the DO NOT Photograph List (front office)

Updated: 7/29/15