

Event Coordinator Communications Protocol 2016-2017

Our school community is fortunate to have members giving their time to coordinate our BSS Parent Collaborative events. Thank you again for volunteering your time!

To assist everyone with the communication aspect of BSS PC events, below is the Parent Collaborative Communications Protocol so together we can make sure the BSS community at large knows the event details, including requests for volunteers.

- **The Event Coordinator(s)** should **create a Sign Up Genius volunteer link** (www.signupgenius.com) as soon as possible, then:
 1. Confirm with **Cathy Murphy**, Office Manager, as soon as possible, to make sure the event is on the calendar and venue area is reserved.
 2. Email Sign Up Genius event link to **Jen Hague**, Volunteer Coordinator, at jah821@verizon.net.
 3. Email event details and Sign Up Genius event link to **Principal Spillman** for his weekly email, at least 3 weeks before the event, or as soon as possible.
 4. Create an event on **BSS PC Facebook page** with event details and link for volunteers. (see below for instructions) If you don't have access to FB, please let Jen know ASAP.

- **Jen Hague, Volunteer Coordinator**, will coordinate event details and Sign Up Genius link with:
 - Michela Silva, PC Newsletter Coordinator, to include in PC Newsletter (michaelaellensilva@gmail.com)
 - Jessica Sacchetti, PC Website Coordinator, to post on web (jmsacchetti@gmail.com)
 - Jacqueline Gill, Room Parent Coordinator, message to Room Parents (jacquigill2@verizon.net)
 - Lauren Tessier, BSS PC Facebook Coordinator, for FB questions (lmtessier@mac.com)
 - Kate Garrigan, Curbside Communications (kategarrigan@gmail.com)
 - BSS Church, Father Chip, if event is a public event (i.e. Christmas Bazaar)

How to post to Facebook:

First: decide if you need to **create an event, post for volunteers** or **both**.

- To create an event:

- On your computer:
 - Click on the "more" button next to "write a post"
 - Click on "create an event"
 - Fill in the form
 - Include sign-up genius link if needed
- On your mobile device"
 - Click on button next to camera
 - "Create a group event"
 - Fill in form
 - Include sign-up genius link if needed

-To create a post for volunteers:

- Write a short summary about the volunteer opportunity and paste the link for the sign up genius