



COMMUNICATION GUIDELINES

There are four different types of electronic communications available to announce events and convey information. All requests must be made through the Vice President: Communications (VPC) who will then take the necessary steps to post, publish, or email your information. Please understand that the VPC is responsible for making any changes to the information provided as to follow guidelines and requirements of the school.

BLASTS

If you need to send out information and can't wait for the Croc Talk, maybe a reminder for an upcoming event, then a Blast is what you are looking for. Blasts must be brief, may contain an attachment, and should be limited as to not overwhelm the audience. Requests for a Blast **must be submitted** to the VPC at least **2 days in advance** and should include the following:

- Subject/Event Title
- Date to Send
- Message (with attachment, when applicable)

CROC TALK

The Croc Talk is a newsletter composed and published by the school and emailed to parents. It is sent out every other Friday, with some exceptions due to no school days and holidays. As with Blasts, information must be brief. Requests for information in the Croc Talk **must be submitted** to the co-VP by **Wednesday at 5pm** the week it is emailed and should include the following:

- Subject/Event Title
- Message (with *attachment*, when applicable)

Please note that if the Croc Talk publication day changes, the due date will also change, but you will be contacted in advance when possible.

FACEBOOK

Like **AND** Follow us on Facebook: <https://www.facebook.com/NRCO1>

Information can be added to Facebook as a post, event, picture, or any combination of the three. *Requests must be made* to the VPC **at least 2 days in advance**, be brief, and should include the following:

- Subject/Event Title
- Date to Post
- Message (with any necessary details/files)

NRCO WEBSITE

<http://www.nrylescomm.org/>

If you would like information updated or posted on the NRCO website related to your event/program, please email the VPC with your request. You will be contacted to either confirm your request or to get additional information.



The following are other forms of communication. These do not have to go through the VPC but have some guidelines, as listed below...

FLYERS

All flyers that are to be sent home with students must be done as a **half-sheet** and submitted to the Principal's Assistant at least one full school day in advance for approval. The assistant will submit to the Principal when necessary. Additionally, flyers should be sent to the VPC and NRCO President after approval and before being sent home. Each event should only have one hardcopy flyer sent home.

**Note: There may be a time when an event is larger and the lead wants to send home a hardcopy flyer more than once... or maybe there is a lot of information to convey and a full sheet is needed... In these rare instances, please speak to the Principal or the Principal's Assistant for approval.*

Important: Flyers should never be printed/distributed without the approval of either the Principal or the Principal's Assistant.

DISPLAY CASE

If a team lead would like to reserve a week for the case, then please speak to the Principal's Assistant to schedule.

SANDWICH BOARDS

There are 2 sandwich boards with chains and keys for outdoor notifications. Please use dry erase markers and remember to chain the board to a tree. The boards are not meant for rainy weather. It is the responsibility of the team lead who last uses the board to make sure it is put away and to not leave it up in rain as the board will warp.