

HSA Event Procedures 2018-2019

1. Meet with your VP to discuss event and budget.
2. Set up online pay with Judy.
3. Make flyer and submit to VP by the Friday prior to the Green Envelope, which is updated each Wednesday. The Green Envelope is always available at www.academyofourlady.org.

President: Theresa Roberts - hsapres@academyofourlady.org

VP Social: Amanda DeForge - hsavpsocial@academyofourlady.org

VP Enrichment: Christina Esteve - hsavpenrich@academyofourlady.org

VP Fundraising: Michele Baez-Monk - hsavpfund@academyofourlady.org

Secretary: Annmarie DiRado - hsasec@academyofourlady.org

Treasurer: Kristina Lautermilch - hsatreas@academyofourlady.org

- All documents should be sent in PDF format. The title of your PDF is what will appear on the Green Envelope. All documents should include location, time, contact person's email address or phone number, method of payment (if applicable).
 - If further approval is needed, the HSA VP will let you know. Otherwise, the document will be posted.
 - AoOL does not generally hand out hard copies to students. If an exception is made by the school, the HSA member is asked to provide the copies.
 - Please limit requests for school-wide reminders throughout the week.
 - If your flyer has a response form (with or without a payment required) be sure to speak to the school office creating a file and method of picking up. If you have any questions or would like to publicize your event in other ways, please contact your VP.
4. If the chairpersons need to book a meeting with their committee, please book the meeting space (Hope, Faith or Charity Room) with the St. Catharine's Rectory (201-445-3703)
 5. Your VP can provide you with a print out of the RSVP list if utilizing PayIt. If collecting checks, the chairpersons will need to keep track of the money collected and RSVP's
 6. Publicity – please refer to the instructions on the publicity sheet
 7. All event space is already booked but chairpersons must submit a facility set up form at least one week prior to the event to: St. Catharine's: Lenny's box in the AoOL office or the St. Catharine's Rectory OLMC: OLMC Rectory.