

Friday Folder Approval Sheet

All inserts into the Friday Folder must be accompanied by this sheet and submitted by noon on the day before folders are sent home. Material must meet basic criteria to go home to school families. In addition, inserts which are not covered by our school budget may not be copied using school resources, including paper, copy machines, and staff.

Group/Individual Submitting Insert: _____

Contact Information: _____

Date submitted: _____

THIS INSERT MEETS CRITERIA FOR THE FRIDAY FOLDER BY PROVIDING INFORMATION THAT:

_____ Provides extra-curricular (including tutoring and sports) and opportunities for current students

_____ Provides opportunities *exclusively* for school families (such as fellowship opportunities)

_____ Provides direct benefits for our school community (such as fundraising for the school or for a school family in need)

_____ Provides information on Catholic spiritual or catechetical events

_____ Provides information on school events or specific school information

_____ Other (please explain): _____

Attention folder volunteers: the following box must contain the official approval stamp for this insert to be included in the folders.

