

HSPA Store and HSPA Notes Explanation

(Updated 4/2019)

1) The **HSPA Online Store** is run by a **parent volunteer**. The HSPA events that have items that are sold through the HSPA (including admission tickets to events and donations to support events) include, but are not limited to:

- Fall Festival
- EA Day
- Book Fair Parent Event
- Faculty/Staff Appreciation
- Spring Shops and Luncheon
- Let's Hear it For the Boys Party and Auction
- Father-Son Event
- Perfect Present
- Spring Fling
- Fundraising

The parent volunteer will set up the pages in the online store to support each event. In order to have pages set up and ready to go, please allow **a minimum of two weeks** to set up the page. In order to make things run smoothly, the parent volunteer will need the event description including date, time and place (if applicable), item description if selling items (including photo of item, sizing information, material of item, price and how items will be delivered and when), deadline to sell items (so automatic page shut down can be set). If selling admission tickets please be sure to include what the ticket price will include and how tickets will be distributed. If a ticket limit is set, please be sure to include that in your description, for example, only 250 tickets will be sold.

2) The **HSPA Notes** are a combined effort between a parent volunteer and a Haverford School employee in the Communications Department. The HSPA Notes are used to communicate HSPA events only to the school community. The HSPA Notes are delivered electronically to the community Wednesday morning of most weeks, beginning the week before school begins and ending the last week of May. Submissions about an HSPA event should be sent to the parent volunteer by noon on the Sunday before the Notes will go out that week. A schedule will be set up and you will be notified by the parent volunteer when your submissions are to begin. Submissions should be short and to the point giving necessary detailed information. If your event has a webpage, the submission will direct parents to the link for that webpage. If your event has a logo, please email that to the parent volunteer in a separate email as a jpeg.

3) **Event Webpages** are set up by a Haverford School employee in the Communications Department. Please allow a minimum of four weeks to set up your web page. Information needed for your webpage include: event description, link to your HSPA Online Store page (if applicable to your event), class visiting

schedule for Lower School events, Sign Up Genius link for volunteers (if applicable to your event), and event logo. All items for the webpage will be submitted to the parent volunteer in charge of the HSPA Notes and they will communicate with the Communications Department about setting up the event webpage.

- 4) **Class visiting schedules** (for any Lower School events) are coordinated by Mrs. Touey in the Lower School Office. Please ask Mrs. Touey for your event schedule three weeks before your event. Mrs. Touey's email is ttouey@haverford.org.
- 5) **All communications** with the parent volunteers for the HSPA Notes and HSPA Online store, Mrs. Touey for your class visiting schedule, and the Communications Department should copy Lisa Martin. Lisa's email is Lmartin@haverford.org.