

# *Glassboro Public Schools*



## **MEMO**

Date: August 11, 2021

To: Dr. Mark Silverstein, Superintendent

From: Jody Rettig

Re: July Project Report

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- Registrations
  - Scanned and attached documents for registrants who brought in/emailed paperwork
  - Assisted callers with registration
- School Messenger Communication – GHS Seeds to Success Farm Stand
- Press Releases and Contacts/Postings
  - GHS Sports Hall of Fame Announces Inductees/Tickets and Advertising Available, coverage request for Seeds to Success Stand, interfacing with Courier Post reporter regarding questions, Free Summer Food Program, news from schools (e.g., freshman orientation, next year's prom date, etc.)
- Sports Hall of Fame
  - Designed and printed tickets
  - Corresponded with inductees regarding tickets, bios, banquet attendance
  - Sold advertisements
  - Researched contact information needed for some inductees
  - Mailed out tickets to inductees who indicated they'd attend the banquet
  - Wrote and sent out a news release
  - Posted information on Facebook
  - Attended Sports Hall of Fame Meeting
- 2021-2022 Activities Calendar
  - Continued to add school district dates to calendar
  - Reached out to individuals regarding obtaining their calendar text sections
  - Sent a draft of all the calendar dates to the district principals to review