

TASC District III Communications Policy

TASC District III will use various forms of communication to disseminate information. Forms may include, but are not limited to:

- Newsletters
- Email
- Remind
- Social Media
- Website
- Board Point of Contact

Newsletter

Newsletters will be distributed once a month. The first newsletter of the academic year will be sent my mail and electronically addressed to both “Student Council Advisor” and “Principal in the month of August.

Suggested items to include in the newsletter:

1. Event dates and deadlines (Local and State)
2. Project Ideas including a spotlight of an outstanding project (School, Student/Officer).
3. A D3 challenge of the month to encourage involvement (ex: “October is breast cancer awareness month. Tweet pictures of your project using #D3MontlyChallenge”). Ideas are developed at the discretion of the board.
4. Student Section: contact info of student officers/bio
5. Business Sponsorship section (possible coupons, fundraiser)
6. Social Media Links
7. Resource Links
8. Advisor Tips: Time management, icebreaker activities, stress management tips, etc.
9. Additional topics as developed....

Email

The Corresponding Secretary School is responsible for sending out information emails. Topics could include: dates, events, application deadlines, etc.

Each Board Member or committee member is responsible for sending email notifications regarding events and deadlines for events they coordinate. All email subjects will start with TASC District 3.

- Vice-President : Elections and conference hosting
- Parliamentarian : Overnighter
- Conference Hosts : Conference Registration and Information
- District Coordinator : Forum on Leadership (formerly APPS dinner)
- Assistant Executive Secretary : scholarships

It is highly recommended that email reminders be sent 5 weeks prior to event deadlines and it is also highly recommended that email reminders be sent 2 weeks and 1 week prior to event deadlines. The board member will submit a final courtesy reminder the day before and the day of the event deadline.

Remind

A District 3 Remind will be established and is the ultimate responsibility of the Corresponding Secretary. The Remind will be utilized as a “live newsletter”. All board members will have administrative privileges to the account to be used as needed. Students and advisors may join the Remind alerts by texting @tascd to 81010.

Social Media

Social media includes: Twitter, Instagram, Facebook, Snapchat, and any other forms as determined by the board members. Student officers are responsible for managing social media accounts in conjunction with an overseeing adult board member.

Website

It is the responsibility of the President School to update the district website. All board members will have administrative access. It is highly recommended that necessary updates occur monthly. Such updates should include, but are not limited to:

1. Event dates and deadlines
2. Updated membership lists
3. Image gallery
4. Newsletter information

Financial Notifications

1. The District Coordinator will be responsible for contacting schools who have an outstanding balance owed to the District Treasurer.
2. If a school is registered for a District 3 event but does not attend, they are still responsible for paying the event dues.

Updated: June 2017