



How Does HQ Communicate?

The grid below explains the way BSF delivers communication.

	<u>Banner Announcements</u> <i>Quick, temporary</i>	<u>Bulletin</u> <i>Scheduled (monthly), archived annually, searchable</i>	<u>Constant Contact Emails</u> <i>Quick, temporary, may post a copy for ready reference</i>
<u>Audience</u>	AP All Class Staff Asst. CS and AL D-OT/D-AOT	AP All Class Staff D-OT/D-AOT OAP and OT/AOT Asst. CS	AP All Class Staff D-OT/D-AOT OAP and OT/AOT Leaders and Class Members
<u>Purpose</u>	<ul style="list-style-type: none"> ▪ Informational (e.g., reminders, time critical, resources, etc.) <ul style="list-style-type: none"> ○ Time-sensitive items could be banner announcement with or without a document ▪ Direct to posting in Downloads: <ul style="list-style-type: none"> ○ New postings ○ New/additional translated materials ○ Updated instructions ○ Correcting previous postings ○ Revised information 	<ul style="list-style-type: none"> ▪ Communication (Need to Know) for BSF role <ul style="list-style-type: none"> ○ Read across all roles and general info ▪ Upcoming events and deadlines ▪ Clarifying or updating information ▪ Tips/best practices ▪ Prayer Points 	<ul style="list-style-type: none"> ▪ Direct communications <ul style="list-style-type: none"> ○ Select groups ○ Large audiences