



GIG HARBOR HIGH SCHOOL SPORT BOOSTERS

PO BOX 1335

GIG HARBOR, WA 98335

**SOP (Standard Operating Procedure) for SOCIAL
MEDIA/WEBSITE**

GHHS Sport Boosters exists to promote team and school enthusiasm, sportsmanship, and community involvement for the health and wellness of our students.

GHHS Sport Boosters increases the involvement of students, families, and community in support of teamwork, sportsmanship, and work ethic on the field and in the classroom.

EVENTS & FUNDRAISING PROMOTION/ADVERTISING ON SOCIAL MEDIA

- ⇒ Please ensure that events, especially planned fundraising activities, have been already “run by” the GHHS Sport Boosters. Compliance to our 501C3 status is of utmost importance.
- ⇒ If a flier and or other imagery will be used, please submit the flier/imagery to be used to communications@ghhssportboosters.com at least TWO (2) weeks prior to the planned event/activity. This will give both you and our social media person enough time to review and to make corrections when needed.
- ⇒ Don't forget any additional information you wish to be included for your event's promotion. Any missing and or unclear information might delay its promotion.

- ⇒ GHHS Sport Boosters is run by parent volunteers who may have other obligations and responsibilities elsewhere. Hence, please let us know should you need us to make a reminder post regarding your event/activity.
- ⇒ Should there be any unforeseen changes to your event/activity, please inform us immediately so we can reflect the changes you require. Any changes and or updates requested may take 24-48 hours to get fixed.

NOTE: Unless you can include a new flier, we will only edit and or will make changes to the existing promotion/announcement.

***For questions and more information, please email
communications@ghssportboosters.com***