

## RED RIBBON WEEK – Coordinators Role

- Red Ribbon Week will be celebrated the last week of October each year in Hillsborough. Specific dates, etc will be communicated each school year.
- Red Ribbon Week Coordinator Role:
  - Distribute RRW flyers in homeroom boxes prior to the start of Red Ribbon Week
    - Family Overview letter – with information about SHIP Food Donation
    - Family Pledge Ribbon – for families to sign and send back in to school
    - Poster Contest Flyer
    - These flyers are all copied and are provided to all schools
    - NOTE: The tshirt flyer will be sent home by the school (at the beginning of the school year)
  - There is no follow up required for any of these flyers
    - T-Shirt orders are mailed to the BOE for processing
    - Minda Maggio (District Coordinator) will pick up all food donations
    - Family pledge ribbons are sent into the teachers (hang in classrooms)
    - Poster Contest instructs students to send their entries directly to the BOE
  - Distribute fabric pinned ribbons in each homeroom mailbox prior to Red Ribbon Week
  - Distribute t-shirts that have been ordered into the homeroom mailbox for those students who ordered
  - Decorate the school prior to the start of Red Ribbon Week (hang posters, banner and red ribbons). Red ribbon will also be provided to be used to decorate the school. All decorations are provided.
- **NOTE: ALL SUPPLIES/MATERIALS ARE PROVIDED -- there is no photocopying required.**
- If you have any interest or have any questions – Please don't hesitate to contact me:
  - Minda Maggio – District Life Skills Coordinator
  - [mmaggio@htps.us](mailto:mmaggio@htps.us)
  - (908)431-6600 ext. 2809