



ORGANIZATIONAL POLICY

Teacher eNews

October 7, 2013

In order to provide educational opportunities to both members and non-members, the HSCG will send out a monthly Teacher eNews announcing upcoming classes offered by HSCG Teachers. The Teacher eNews is sent monthly to HSCG members and non-members who have requested to receive it; it is sent quarterly to the entire HSCG mailing list.

The Teacher eNews is administered by an HSCG employee, contractor or committee as designated by the Board of Directors.

Requirements

HSCG Teachers may submit up to ten (10) classes upcoming in the next six (6) months for inclusion in the Teacher eNews. For a class to be included in the Teacher eNews, it must be related to the handcrafted soap and cosmetic industry.

Submission Process

In order to submit classes for inclusion in the Teacher eNews, the HSCG teacher must submit the information on the form provided in the Members Only area of the HSCG website, following the instructions provided.

The submission is NOT reviewed, edited or otherwise corrected by HSCG staff, other than to ensure that the requirements for the class(es) (as above) have been met.

eNews Format

Classes are listed in the Teacher eNews by state, and within each state in date order.

Approved October 7, 2013 by the
Board of Directors

History:

October 7, 2013 Original publication date