

ORGANIZATIONAL POLICY

October 7, 2013 (v2)



eNEWS: UPCOMING CLASSES

The Upcoming Classes eNews a service of the HSCG to provide information about upcoming classes to individuals (members and non-members) who are interested in classes from HSCG members to learn more about making handcrafted soap and/or cosmetics.

SCHEDULE

The Upcoming Classes eNews is sent on the 15th of the month.

Every month it goes out to HSCG members and non-members who have requested to receive it. Twice a year, in January and July, it is sent to the entire HSCG mailing list (except for those who have explicitly requested not to receive it).

CONTENT

The content of each Upcoming Classes eNews consists of the classes offered in the next 2 months and is pulled directly from the listings that have already been submitted and are currently being displayed on the HSCG website. Classes will be included in the eNews if they are:

- ♦ online and available at any time, or
- ♦ available by appointment, or
- ♦ scheduled to take place online or in person in the 2 months following the date of the eNews

The submissions are 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.

The eNews content will be based on what has been submitted as of the time the information is pulled from the database for the eNews. That may be several days before the eNews is actually sent. Changes made between the date the information is pulled and the time the eNews is sent on the 15th will not be reflected in the eNews content. Submitters are advised to ensure that their class listings are up-to-date as of at least the 10th of the month.

See HSCG Policy *Member Online Listings* for qualifications for submission of classes for the online listings.

eNEWS FORMAT

Classes are listed in the Teacher eNews by state, and within each state in date order. Classes which do not have a specific location or time (e.g. online classes or classes by appointment) are listed may be listed at the top of bottom of the list).

ADMINISTRATION

The Upcoming Classes eNews is administered by an HSCG employee or contractor as designated by the Executive Director.

Approved by the Board of Directors
October 7, 2013

History:

Oct 7, 2013 (v1) Original Publication Date.

Mar 20, 2018 (v2) Revised to clarify and update the schedule, content and who is responsible for sending the eNews.