



## **CLP Calendar Website Guidelines**

The CLP Community Calendar is open for CLP partners as an event and informational calendar to provide *a forum for sharing community, school, and university educational opportunities and events* in the greater Miami Shores area.

Events and opportunities foster civic and social responsibility, help to reduce cost through collaboration, provide community service opportunities, highlight CLP institutions and partners, and promote educational experiences in our community.

### ***Guidelines for submission:***

1. Submissions must come directly from a CLP Partner school.
2. Submissions must align with the CLP's programmatic goals: Student Leadership, Teacher Professional Development, and Community Engagement. The types of events that the steering committee has discussed sharing include: Fine Arts events, Educational Conferences, Teacher Training, Community Service opportunities and Student Programs.
3. Submissions should include:
  - Title of event
  - Date(s)
  - Time(s)
  - Location
  - Date to be posted
  - Age appropriateness and/or "open to the public"
  - School/ organizational contact name, email and phone number
  - Registration/RSVP information
  - Cost, if any
  - Include a Graphic to display with event

This information should be sent via email to Laura Fothergill at [lfothergill@mail.barry.edu](mailto:lfothergill@mail.barry.edu). To enhance the utilization of the calendar, all submission should be received on a bi-annual basis: August for Fall Programming and December for Spring Programming.