

# Stay Informed and Up-to-Date At the Newman Center

Faith Sharing Communication, Notices and Bulletins (Very Important)

[www.newman.buffalo.edu](http://www.newman.buffalo.edu)

and/or the

Weekly Sunday Bulletin

**General Communication** - To improve general communication for the Faith Sharing community, we will begin to use the weekly bulletin as well as the Newman Center web page (above) as often as possible. The intent is to put short notices in the bulletin with more detail on the web page, if needed. The bulletin has early deadlines and has limited space, so this is not always possible.

The Coordinator and the Newman office secretary will do their best to post notices in a timely manner. Your understanding is appreciated when things are not perfect. Please let the Coordinator know if you feel something should be posted.

**Faith Sharing Leaders and Helpers** – Please see the Coordinator each week before leaving for class. It is difficult for the Coordinator to find you. This will be the only way for the Coordinator to notify Leaders / Helpers of changes, reminders or safety issues. Additionally, the bulletin and/or web page may also be used.

**Room / Area Assignment Changes** – Please see the Room Board, which will be updated each week with changes. Faith Sharing Leaders must send a Helper to immediately report to the Coordinator if there is an unexpected change when you arrive at your assigned room / area. The Coordinator needs to know where all students are located, so parents can remain informed and later arrivers can be escorted to the correct room / area.

**Cancellations for Weather** – If the University of Buffalo is closed then there will be no Faith Sharing that weekend. If class is not cancelled officially, use your judgment. Students will not be penalized.

**Cancellations (Other)** – Because of the nature and location of our program, occasionally some or all classes have to be cancelled at the last minute without warning. We appreciate your understanding when this happens. It is strongly recommended that parents escort students to class to be sure class is being held. Parents should not just drop students at the door.