



Hawaii Adopt-A-School Day Guidelines

Thank you all for your participation and for giving one day for Hawaii's Future!

The Hawaii Adopt-A-School Day Committee asks that participants follow a few guidelines and instructions to help to make this project as success for this year and years to come.

1. Hang your banner at the adopted school - At your earliest convenience, please get permission from the school you are adopting to hang the Adopt-A-School Day banner. Find a highly visible fence or wall and hang your banner so that your organization will get recognized for your efforts to help the school and give back to the community.
2. Sign the Photo/Video Waiver – The Adopt-A-School Day Committee will be compiling a collection of photos and video of your individual projects for future use and a scrapbook page on the website, <http://adoptaschoolday.org>, and possibly future publications promoting the event. To avoid any legal issues, we ask that you get all your participants to sign the waiver giving the Hawaii Adopt-A-School Day Committee the permission to use the photos and video.
3. Do your project on October 11, 2009, if applicable.
4. Document your efforts at your Adopt-A-School Day project through photos and/or video.
5. Complete project on October 11, 2009, if applicable.
6. Fill out the Project Completion Form – This will help us to keep track of the projects done and help us to improve the Adopt-A-School Day project in future years. We hope to continue the project for years to come and your participation documentation, input, and suggestions will help to make the project a success.
7. Send in Project Completion Form & Liability Photo Video Waiver to Ala Moana Jaycees.
8. Submit photos and videos, either via email or on CD/DVD. It would be helpful if you could provide a list of names of the individuals in the photos and a short title/annotation. If you would like to submit a CD or DVD, you can mail to the Ala Moana Jaycees or please contact Patrick Tomiyasu at (808)733-5377 and we can arrange a pick-up. Another way could be through Facebook, befriend & tag us at "Hawaii-Adopt A-School" on Facebook. Photos and Video will help us to showcase this great event and give your group recognition. It may also be used in publications to promote Adopt-A-School Day and give your group great exposure. Please be sure that all individuals featured in the photos or videos have signed the Photo/Video Waiver.

If you have any questions, please email info@adoptaschoolday.org or call (808)733-5377.

Please mail all forms, waivers and/or photos, CDs, DVDs by October 20, 2009 to:
Adopt-A-School Day
c/o Ala Moana Jaycees
PO Box 89494
Honolulu, Hawaii 96830

Thank you and Hope to see you all at next year's Hawaii Adopt-A-School Day!