

GUIDELINES FOR POSTING ON BULLETIN BOARD TO SELL PERSONAL ITEMS OR REQUEST A NEED

1. THIS BULLETIN BOARD IS FOR THE USE OF RETREAT RESIDENTS TO POST THEIR PERSONAL ITEMS FOR SALE OR TO REQUEST A NEED. PLEASE FOLLOW THESE GUIDELINES.
2. USE A 3" X 5" INDEX CARD OR SUBMIT A 3" X 5" PHOTO OF THE ITEM. MAKE SURE YOU INCLUDE CONTACT INFORMATION.
3. CARDS SHOULD BE DROPPED OFF AT THE MANAGEMENT OFFICE MAILBOX IN AN ENVELOPE MARKED "PERSONAL ITEMS BULLETIN BOARD."
4. CARDS/PHOTOS WILL REMAIN FOR A PERIOD OF APPROXIMATELY 30 DAYS. IF YOU NEED TO HAVE THE INFORMATION FOR A LONGER PERIOD OF TIME. PLEASE RESUBMIT.
5. THE BULLETIN BOARD WILL BE UPDATED ON A WEEK BASIS, WHENEVER POSSIBLE.

THANK YOU FOR YOUR COOPERATION.

**PLEASE DIRECT ANY QUESTIONS TO MARLENE BOOBAR AT 561-889-4445 OR BY EMAIL
TO: MARLENEBOOBAR@HOTMAIL.COM**

GUIDELINES FOR POSTING BUSINESS CARDS ON BULLETIN BOARD

1. THIS BULLETIN BOARD IS FOR THE USE OF RETREAT RESIDENTS TO POST THEIR BUSINESS CARDS. PLEASE FOLLOW THESE GUIDELINES.
2. PUT YOUR BUSINESS CARD IN AN ENVELOPE MARKED "BUSINESS CARD BULLETIN BOARD." CARDS SHOULD BE DROPPED OFF AT THE MANAGEMENT OFFICE MAILBOX.
3. THE BULLETIN BOARD WILL BE UPDATED ON A WEEKLY BASIS, WHENEVER POSSIBLE.
4. THE BUSINESS CARDS WILL BE PURGED ON AN AS NEEDED BASIS. RESIDENTS WILL BE NOTIFIED PRIOR TO THE PURGE AND GIVEN INSTRUCTIONS AS TO HOW TO ADD UPDATED BUSINESS CARDS.

THANK YOU FOR YOUR COOPERATION.

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