**How we work to deliver a project**

1. If anyone has any ideas or thoughts at any time, please contact [chair@foics.org](mailto:chair@foics.org)
2. Co-Chairs will discuss and liaise with Miss Sigston to work out what is possible
3. Co-Chairs will share this with the “FoICs Committee” what’s app group
4. Co-Chairs will share the more refined plans with the “FoICS Team” what’s app group for ideas of how to refine the plan
5. A what’s app group will be set up for each forth-coming event for those wanting to be involved/volunteer on the day/give input
6. An event poster will be created.
7. This will go on the FoICS website (accompanied by further information) and across social media
8. Photos will be taken at the event and maybe a video
9. A summary of the event will be created (perhaps as a poster using the same background as the initial event poster) – what we did, how it helped/how much we raised and how it went etc. This will go on the FoICS website and across social media, and most likely will appear in Miss Sigston’s Ivy Chatter newsletter.

NB. Anyone is welcome to be added to any what’s app group at any time. Please just email chair@foics.org