

Guidelines for Something's Happening Messages

Types of messages that we *do* and do not *send*:

- Most of our messages surround informing team members of updates, opportunities, and changes within the health system
 - Examples:
 - **Athens RQI cart has moved locations**
The Athens RQI cart has moved locations. The cart is now located in the Athens ER EMS breakroom (206 Columbus Road Athens, Ohio). This new location offers 24-hour access.
 - **Tuition Assistance Reminder**
Tuition assistance is due by 04/30/24. You can find the application on MyMemorial under Educational Services. All paperwork must be turned in by the due date to be considered for the Fall of 2024. If you have any questions, call Courtney Flesher at (740) 374-1793.
 - **On-Demand Recorded White Belt Training!**
We are still offering an on-demand, recorded white belt training! Email citeam@mhsystem.org to receive the recorded 15-minute training, and once you complete the follow-up assignments, you'll receive your white belt certification! It's that easy! Leaders may still request in-person or TEAMS group training by emailing citeam@mhsystem.org
- Retirement announcements: Retirement messages are permissible, but only if coming from Cindy Hall (she verifies that the person being acknowledged has given their consent)
 - Example:
 - **Retirement Announcement**
Please join us in wishing Lyle Smith (Environmental Care) a happy and healthy retirement. He is celebrating 5 ½ years of service. His last day is August 2, 2024. Congratulations Lyle!

- Events: We usually do not start promoting events until a month out as the announcement will get stale and be overlooked. Exceptions include messages that are high-priority or coming from Admin/HR.
 - If the message involves ticket sales or is a save-the-date, it may be run outside that month mark

- Awareness weeks: We do not run any type of promotion for an awareness week or month (i.e. Nurses Week) unless the focus is on the entire health system (such as Hospital Week, Quality Weeks, Month of Giving)
 - Examples:
 - **Patient Safety Awareness Week**
Please help us celebrate patient safety awareness week, March 10th-16th. This year's theme is "Safer Together." In collaboration with the Center for Patient Safety, our organization has made a commitment to patient safety. Together, we are placing an enhanced focus on patient safety and all of the work that is continuously being done.
 - Exceptions: Exceptions are made for requests coming from HR/Admin or requests that align with Memorial Health Foundation fundraising/initiatives
 - Examples:
 - **Help Us Celebrate Doctors' Day!**
Doctors' Day, annually observed on March 30th, is a day dedicated to celebrating and acknowledging the providers who work so incredibly hard to keep our community healthy. With Memorial Health Foundation, you can choose to give a gift in recognition of our providers.

To make a gift or to learn more about why some members of our community are choosing to celebrate the providers in their lives, please visit [Doctors' Day - Thank A Doc | Memorial Health System \(mhsystem.org\)](https://www.mhsystem.org/doctors-day). For other options, contact the foundation at (740) 374-4913.

- Solicitation contents: We do not send out solicitation messages of any type (i.e. promoting someone's small business, church, or organization)
 - The only exception to this is if MHS is sponsoring the event or if the announcement being requested is related to one of our community partners (i.e. a Peoples Bank event)
 - Example:
 - **Marietta Main Street's First Friday**
Memorial Health System and the Memorial Health Foundation will be sponsoring Marietta Main Street's First Friday celebration –A Night of Giving! Taking place on November 3, 2023, A Night of Giving celebrates the generosity of our community members who give to us, and showcases how we plan to give back to them. Stop by and celebrate our beautiful town, support local businesses, and HAVE FUN! Snacks will be provided by The Changed Plate.
 - **Great Race Kids' Zone!***
In partnership with Akron Children's, we will be sponsoring a FREE kids' zone on the Armory lawn in Marietta on Sunday, June 23rd to celebrate the Great Race coming to town! Activities will run from noon - 5 p.m. and will include Kona Ice, a petting zoo, face painting, magic shows, a balloon artist, and a character illustrator. Please see the attached flyer for a detailed schedule.
- Fundraisers/Donations: We do not send out messages to promote fundraisers/donations for employees hosted by their departments/team members
 - Requests like this need to be cleared by Admin/HR, so we cannot make that announcement. Please direct the requester to the appropriate channels
 - Example:
 - **Bake Sale for Brenda!**
The ICU nursing staff will hold a "by donation" bake sale fundraiser to benefit Brenda Bobbins (ICU nurse) and her family while her husband is undergoing radiation treatments. Stop by the breakroom on Friday, August 2nd from 8 a.m. – 3 p.m. to enjoy a sweet treat in support of a sweet team member!

- Fundraisers and Donations can be promoted ***IF*** sanctioned by the health system (such as for the Month of Giving or events organized by MHS volunteers)
 - Examples:
 - **Memorial Health System's Annual Christmas Bazaar***
Our annual Christmas Craft Bazaar will be held on Saturday, December 2 from 7 a.m. - 3 p.m. at the Marietta First Church of the Nazarene. We will have homemade crafts by local artists, including jewelry, woodwork primitive items, and hand-sewn items. There will be a concession stand and bake sale. Proceeds from the event benefit various projects and services throughout Marietta Memorial and Selby General Hospitals.
 - **Breakfast with Santa!**
Bring your kids to celebrate the season and join us for Breakfast with Santa on Saturday, December 16 at 9 a.m. located at Marietta First Church of Nazarene, 100 Mill Creek Road (off of Colegate Drive). Enjoy a pancake and sausage breakfast with Santa and Ms. Claus. Please bring a wrapped gift with your child's name on it (\$20 gift limit). Please RSVP to Cindy Hall at (740) 374-1778 or email at chall@mhsystem.org. Sponsored by the MHS Volunteers.

Disclaimer for MyMemorial

*Something's Happening is distributed every weekday by Memorial Health System's Marketing Department as a way to communicate with our employees. Please email **Jasmine Riggs** and **Makya Curtis** once a request is submitted ***if it is an urgent matter***. For non-emergent matters, email the Something's Happening mailbox. This ensures both team members have access to your email and either can assist you.*

Requests are guaranteed to run for one week and need to be submitted by noon two days before they are requested to begin running. Due to a high influx of submissions, requests are guaranteed to run twice a week, including once on Friday as part of a recap message if appropriate. Messages are not guaranteed to run every day or for longer than the guaranteed week, depending on other messages that are supposed to begin that same week and after. Depending on when requests are submitted as well, messages may not run if requested to run that same day or even that same week—please have requests submitted by noon two days before you'd like it to begin running. No new messages begin on Fridays.

