General Guidelines:

- You need to treat anything you put on the internet as PUBLIC. Even if it's in a 'private' setting like these prayer lists, it's possible for it to be forwarded and accessed.
- Ensure that you'd be happy for anyone to read your post. This includes the principal / teachers, parents and students.
- Re-read your post. Not only to pick up errors but it's important to look at it
 from a critical 'outsiders' point of view. You need to be aware that although
 you are writing to a specific audience, it's possible for the information to be
 read by those wanting to cause issues.
- Remove details. The privacy of those you're working with is paramount.
 Initials are NOT ok as children can still be identified. Details do not need to be provided about the people OR situation as this can lead to people being identified (especially in small communities) and confidentiality being breached. If someone gives permission/asks you to put their details in a prayer point please specifically say so e.g. "Mary in the office has asked me to say that her son is ill and she would value your prayers."

Example of **inappropriate** post:

Please pray for my Manimba High students who attended Youth Alive. Out of around 50 that attended, 20 went forward during the altar call. Please pray that this experience and the response they made would continue to work in them through the Holy Spirit. We have a follow up event this Saturday night, please pray that these young people come along.

Please pray for a recent new family that came to my school. The circumstances that prompted them to move (from interstate) were very difficult. There are ongoing issues within the home here. They do not have family here. There are 3 children involved. Please pray particularly for the eldest son, especially during the holiday break.

Example of appropriate post

Please pray for my Manimba High students who attended Youth Alive. Please pray that this experience and the response many made would continue to work in them through the Holy Spirit. We have a follow up event this Friday night, please pray that these young people come along. Please pray for a family. Their circumstances are very difficult. Please pray particularly for the eldest child, especially during the holiday break.

- **Be careful what you ask for**. Asking for help in a prayer letter isn't always a great idea... You want to be fairly selective in who you invite into your school.
- It's important to stay on topic. Supporters are mainly interested in the work you are doing in the school. Including a small amount of 'personal life' is great... but just keep it short!