

PTA TEAM NEWSLETTER GUIDELINES

(The newsletter should be done by someone other than an officer. as it can require a lot of time. This also gives other members the opportunity to actively participate in T.E.A.M. The job can be shared by another person)

At present, the newsletter goes out with the school billing the 15th of each month. Therefore, it should be prepared, copied, folded, and provided to the office prior to this date. Each month a deadline for information should be set (considering what day of the week the 15th falls on). (Example: December's newsletter would go out November 15th.)

The first newsletter is usually the October newsletter and goes out after the first General Membership meeting in September. This may have to be hand distributed to the children's files rather than sent with the billing.

The newsletter should be posted on the bulletin board in the office. It should also be distributed to all staff, via their "boxes" in the e office.

At present, Mr. Bob provides the paper for the newsletter and it can be copied at the school. Arrangements should be made with the school office for date and time of copying. Copying after 5:00 o m is usually best Approximately 300 copies are needed

Each Chairperson(s) in charge of an event will be responsible for providing information to person(s) doin^g the newsletter An upcoming event should be included in the newsletter a month prior to beginning, an update should be given while it is going on, and a summary and thank you's should be published in the newsletter following the event.

A calendar for the month with events for that month should be on the back side of the newsletter.

At least one Board member should proof-read the newsletter prior to publishing. If two people publish the newsletter, it should still be proof-read a Board member (a third person).

The T.E.A.M. logo should be on the newsletter (this is on disk).