

## Ashford Park School PTA Board 2011-2012

### Printing Protocol

Last Updated 8/8/11

Please follow these steps when preparing hard copy flyers to send home with students from your committee:

1. Include the National PTA tagline (see below) on every document.
2. Email your draft document to the Co-Presidents for approval.
3. They will get approval from Ms. Fallon and return it to you with any changes.
4. After it is approved, take your document to Alphagraphics Printing (404-321-7457  
3400 Clairmont Rd – corner of the shopping center @ Clairmont & Buford Hwy)
5. Be sure to obtain an itemized receipt from Alphagraphics – sign and write the event name on the receipt. Fill out a Check Request Form, sign it, attach receipt/s and submit to Treasurer.
6. Distribute flyers in teacher mailboxes in the staff workroom. (Check with the school office for the current number of students per class.)
7. Whenever possible, have flyers to the teachers by **noon Wednesday** so they can be included in the Thursday Packets.

Please save paper whenever possible by keeping flyers to ½ pages or smaller.

***PTA (Arial Black)***

***everychild.onevoice (Times New Roman)***