

Protocol for Monthly PTA Newsletter

If you have a submission for the newsletter, please follow the steps below:

Corresponding secretary will send an email to Board requesting article submissions.

Board members/committee chairs are responsible for providing all details needed for article

- date, location, time of event, etc.
- contact information
- artwork: jpeg is preferred format

Rough draft *of newsletter* will be sent to board member/committee chair for approval.

They are responsible for reviewing their article and responding with corrections and/or approval ASAP.

The final draft will be approved by Ms. Fallon before going to print.

Below is a schedule for the 2011-2012 Newsletters

Content Request	Content Deadline	To Print	Stuff for Thursday packets
10/14	10/19	10/24	10/26
11/4	11/8	11/14	11/16 (before Thanksgiving break)
12/9	12/16	1/2/2012	1/4/2012
1/13	1/18	1/23	1/25
2/10	2/15	2/20	2/22
3/16	3/21	3/26	3/28
4/13	4/18	4/23	4/25

Please contact me with any questions!

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