

PESPTA Communications 2011-2012

Weekly News co-chairs: Jessica Haddad (jesshadd@verizon.net)
and Lisa Morse (morseli@hotmail.com)

Website manager: Paul Fincke (pfincke@yahoo.com)

PTA Weekly News submissions: weeklynews@pinchbeckpta.com

Guidelines for Submitting Information

PTA Weekly News

- The *PTA Weekly News* will be emailed on **Mondays**.
- The News will be distributed on paper Sept. 12 and 19. The articles will be short and we will direct parents to the website to view lengthy information. **Electronic News will begin on Sept. 26.**
- Documents must be submitted via e-mail to no later than 9 p.m. on **Monday, 7 days prior to your desired date.**
- Articles **will not run** for multiple weeks consecutively with the same information.
- The Communication Chair will send out an e-mail on Fridays reminding you to submit your articles on Monday.
- You may submit articles as a Microsoft Word document or as plain text in an e-mail. (An attached document is preferable)
- **DO NOT** include any formatting in your submission. **DO NOT** center your text, use specialty fonts, graphics, etc.
- Keep it short. If your article is more than two paragraphs, we may only include a portion of the article and include a hyperlink to the full version on the PTA website.
- The Communication Chairs may edit your article to fit available space.
- Check your articles for dates, times and spelling when reviewing the *PTA News* proof.

Forms

We encourage the use of electronic forms. Please contact the communication chair if you believe a printed form is necessary.

Online

- Please submit your form **at least 7 days prior to your desired date**.
- Send your form in a Microsoft Word file or as text in an e-mail. The form will then be created in Google Docs. It will NOT look like your submitted document.
- The communications chair will provide you with instructions on how to access Google docs and how to view the spreadsheet that will capture submissions.

Printed

- Please submit your form **at least 7 days prior to your desired date**.
- Send your form in a Microsoft Word file or as text in an e-mail. The form will be linked to the *News* as a PDF.
- Please keep the document colors to black and white only.
- Please place on the bottom of your document “Pinchbeck PTA”. You can also add the title of your chair (ex: Pinchbeck PTA – After School Enrichment). This helps the front office, teachers and the PTA get the form into **your** folder in the PTA crate.

Website

If you would like something to run on the website as well please e-mail Paul Fincke to submit your information

- Send your articles in an unformatted Microsoft Word file or as text in an e-mail. Do not use specialty fonts or graphics—they will not be incorporated.
- Include where you would like to place the information on the website and how long it should be posted on the site.