

## WES PTA 2009-2010 Communication Procedures for Committee Chairs

### 1. Copying and/or Distribution of Printed Materials (Flyers, Newsletters, etc.)

- All written PTA materials need approval prior to distribution.
- A total of 1010 printed copies are needed for distribution (900 for students and 110 for teachers and staff, including front desk staff). If Spanish copies are appropriate, 150 copies will be needed.
- All materials will be copied at Double Data.
- Originals with copy requirements (quantity, color paper, etc) will be submitted electronically to either the President or VP Communications ([WESPTACommunications@live.com](mailto:WESPTACommunications@live.com)) for approval via the WES PTA Communications Request Form. The President or VP Communications will obtain the Principal's approval and will forward the document to both the copy shop and the Board secretary for the Board files. The copies will be sent to the school office. (Only VP-Communications or President may submit work to copy shop.)
- Print requests are due by noon on Friday and will be ready for distribution the following Thursday.
- Hard copies must be placed in teachers' mailboxes no later than noon on Friday for inclusion in the next Monday's folder. A copy should also be given to the front office for their reference.
- As many items as possible should be included in the newsletter and/or website to reduce copying costs.
- VP-Communications (or designate) will post appropriate items on PTA bulletin board and on lobby table

### 2. PTA Mail.

- The PTA has a box in the mailroom where mail is to be placed. Any Board member can file mail in Committee Chair / Board file folders found under the PTA "box." Board members & Committee Chairs (or designates) of active committees should check their folders weekly or daily as appropriate (except when tracked out).

### 3. Newsletter.

- All Board members should ensure that information for their areas is submitted to the Newsletter chair (Sharon Van Dyke [turtleby2@gmail.com](mailto:turtleby2@gmail.com)) by the deadline. 2009-2010 Dates for the newsletter to go home (and deadlines) are as follows: Sept 14 (8/24), Nov. 2 (10/16), Feb. 1 (1/15), April 5 (3/19), June 7 (5/14).

### 4. Website.

- All information to be put on the Website should be sent to the VP-Communications ([WESPTACommunications@live.com](mailto:WESPTACommunications@live.com)) via the WES PTA Communications Request Form. The VP-Communications will send it with details to the Webmaster.
- Updates to website will occur as needed, and time for changes varies widely (1 day-2 weeks) dependent on details of the requested change.

### 5. Staff Communication.

- An email will go out to all staff on Wednesday mornings with any pertinent PTA information. Board members and Committee chairs need to have info to the VP-Communications ([WESPTACommunications@live.com](mailto:WESPTACommunications@live.com)) via the WES PTA Communications Request Form by noon on Friday the week before.

### 6. Parent Communication.

- On Wednesday mornings, an email will go out to parents who have requested to be on this distribution. This email will include any pertinent PTA information. Board members and Committee chairs need to have info to the VP-Communications ([WESPTACommunications@live.com](mailto:WESPTACommunications@live.com)) via the WES PTA Communications Request Form by noon on Friday the week before.

## 7. School Broadcast Phone System.

- Any message needs to be approved by VP-Communications or President and the Principal / Assistant Principal. Board members and Committee chairs need to have info to the VP-Communications ([WESPTACommunications@live.com](mailto:WESPTACommunications@live.com)) via the WES PTA Communications Request Form by noon on Friday the week before. These should also be translated into Spanish. Multiple messages will be combined into one call per week and the message will usually go home on Monday.

## 8. Morning Announcements.

- Morning announcements occur at the school every day at 9:05 am. The Technology teacher (Lynda Smith - [ljsmith@wcpss.net](mailto:ljsmith@wcpss.net)) owns this process, and all information to be included in the announcements should be forwarded to her. As these are recorded in advance, information should be provided 2-3 days in advance.