

PTO FLYERS AND MAILINGS INFORMATION

- **Family Mailings** are sent home in backpack mail each Monday with the youngest child in the family, unless the information affects students individually, such as student or class pictures.
- If the youngest are twins, one has been selected.
- Each teacher has a list of the family mailing recipients in their class.
- PTO has a stock of their own paper in their closet.
- Copies can be made at any of the work room copiers. Family mailing counts are posted near the copiers.

Flyers and Mailings

- All information going home must be approved by an administrator prior to copying.
- All flyers, unless student specific, should be distributed using the family mailing counts.
- The PTO representative should copy, count, and label with each teacher's name; then given to the office staff who will put them in the teacher mailboxes.
- The office staff needs to receive the counted and collated copies no later than Friday afternoon at 2:00 for distribution on the following Monday.
- A copy of all flyers and mailings should be given to the office staff.

Buzzings

- * Published every Monday unless there is no school.
- * Sent home in backpack mail with the youngest child in the family.
- * Deadline for submitting an article is noon on the preceding Thursday.
- * Goes to Print on Friday afternoon.
- * Submission should be sent electronically as an attachment, preferably in Word.
- * Please put "BUZZINGS" in the subject line.
- * If there are specific graphics, they should be sent as well.
- * Reminders go out on Monday or Tuesday.

BEeline

- * Published every quarter with report cards.
- * Sent home in backpack mail with the youngest child in the family.
- * Deadline for submitting an article is approximately 2 weeks prior to the mailing. A reminder notice will be sent.
- * Submission should be sent electronically as an attachment, preferably in Word.
- * Please put "BEeline" in the subject line.
- * If there are specific graphics, they should be sent as well.

* **Email to** *Marianne Barbour* **mbarbour@k12albemarle.org**

Any questions, please do not hesitate to ask any of the office staff. Thanks