

PTA Committee Distribution Procedures & Timeline

The PTA provides communication services to all committee chairs. Below outlines flyer distribution procedures and timelines associated with physical paper copies and/or posting info on Windsor's social media outlets. There are two committees that assist with this, they are: Distribution (paper copies) and Communications (posting to our PTA website, Facebook & Twitter).

As a committee chair, YOU can decide how you would like to send out communications about your event (paper form sent home in backpack mail, email/social postings or both). YOU also may decide the best way to collect information, online forms vs. paper form collection. *Please keep in mind, not all parents are on social media outlets so you may miss communicating with everyone if this is your only means of communication.*

What to Include on Your Event Flyer

- Date, Time, Location of Event
- PTA Logo
- Parent permission slip if necessary
- **PTA Disclaimer**
 - NOTICE: This event is solely sponsored by the Windsor PTA. School staff might not be present and have no responsibility for the event. Please direct all inquiries or concerns to the Windsor PTA.
- **"ADA" wording**
 - Individuals with disabilities should notify the principal 3 school days prior to the event or sooner, if they have a disability that will require special assistance or services.

Approval

All event information and flyers must be approved by a PTA board member and the Principal of Windsor, Ms. Boston, prior to distribution. Please email your VP and Ms. Boston your flyer at least 3 days before you need approval to give time for feedback and revisions if needed. It is helpful to mention your intended audience*.

Timing/Delivery of Paper Distribution

Decide how much advance notice you would like to give about your event and work backwards from there. The paper 'distribution box' is located in the Front Office, close to the shelf with grade level bins and is checked weekly. Your approved flyer must be placed in this bin by Thursday morning at 9am if you would like your flyer distributed that week in Friday's backpack mail. Email the Distribution chair sarah.c.petersen@gmail.com to let them know you have dropped a flyer to be distributed.

Making Copies *

A committee is responsible for making copies for distribution. Coordinate with the front office to secure an open copy time. Check the "distribution box" for the count of copies to make and add a few extras (3-5) for good measure. Place the appropriate # of copies for a classroom in the corresponding teacher's hanging folder. Place extras in the front hanging folder. Consider the following when deciding who should receive a copy:

- Youngest & Only (meaning every family gets a copy)
- All students (meaning all students get a copy)
- All school (meaning every student and staff get a copy)
- By Grade (specific grade(s) would get a copy)

Timing/Delivery of Email/Social Distribution

Decide how much advance notice you would like to give about your event and work backwards from there. You may email your flyer or event info to the Communications Chair at president@windsorpta.org to be posted on the Windsor PTA website, facebook page and twitter feed. This is always a great option to do on top of paper forms to make sure people see the event details.

As always, please reach out to the PTA executive committee members if you have any questions.

2019/20 Windsor PTA Executive Board

- **PRESIDENT:** Heather Lepold, president@windsorpta.org
- **PRESIDENT-ELECT:** Katy Wendt, president-elect@windsorpta.org
- **SECRETARY:** Elyse Coval, secretary@windsorpta.org
- **TREASURER:** Sarah Anderson, treasurer@windsorpta.org
- **VICE PRESIDENT of Ways & Means (VP1):** Casey Deja, vp1@windsorpta.org
- **VICE PRESIDENT of Programs (VP2):** Lauren Stump, vp2@windsorpta.org
- **MEMBERSHIP CHAIR:** Kristin Keil, membership@windsorpta.org