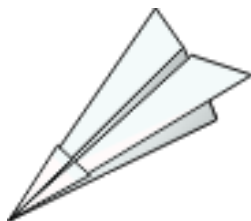


A



brief flyer about PTO flyers!

- A good general rule for a flyer is to answer the who, what, when, where, and how questions
- Please include some type of contact information – name, email and phone number – on flyers going out – if you do not wish to use your name, use: president@marieschaeferpto.org or vicepresident@marieschaeferpto.org
- Time permitting, please allow the PTO to proof your flyer before sending out. Send to: president@marieschaeferpto.org or vicepresident@marieschaeferpto.org
- Please try to fit more than one flyer onto a piece of paper – if possible – to save money/paper
- Colored paper for flyers is located in the PTO room on the open black metal shelves.
- Copies may be made after 2:30 pm
- Copies made on white paper must be noted on the copy log hanging in the aide's room (we need # of copies to reimburse school)
- The number count for each classroom is hanging by the copy log in the aide's room
- Separate each stack of copies by teacher, paper clip together, and write the grade level (i.e. k, 1, 2, etc) in the top right hand corner of each stack
- Give stacks to Lisa in front office to put into teacher mailboxes
- If you would like the information to go out on our PTO Facebook page and an email blast, please email it to: secretary@marieschaeferpto.org and president@marieschaeferpto.org
- To put it into the PTO monthly newsletter, please contact Jill Eccher at jill_eccher@sbcglobal.net or vicepresident@marieschaeferpto.org
- To have it announced during the morning announcements, please email Mrs. Duggins at tduggins@of90.net or leave info with Ms. Lisa in front office
- Best way to ensure flyers go home by Friday – put them into teacher boxes on Tuesday before noon!