

Folsom Hills Elementary PTA Communication Protocols



In an effort to streamline our communication process, please adhere to the following protocols and deadlines. Please note that submissions may be edited.

All communication runs through Emily Webster (emily.c.webster@gmail.com) with the exception of printed communications and the following guidelines:

Fox Tales

The Fox Tales are published on Mondays. Please submit your text on your event/activity to our parent coordinator, Fabienne Johansson (fjohansson@fcusd.org) the Thursday before the Monday it goes out.

Website

The PTA website is under the PTA tab on fcusd.org/fhe. We are able to create a side button for your event and to post pictures, forms, etc. If you want to use this resource, we're happy to work with you. Please submit your content for review at least one week prior to launch date.

Facebook

Include all pertinent information and any images you'd like added to the post. Please keep posts to once a week per event.

Print

Fliers and handouts must be submitted to Vicky (VCackler@fcusd.org) for approval BEFORE printing and distributing. Please email to Vicky and cc Emily Webster by the Thursday prior to including it in the following Wednesday folder. Flyers must be in teacher mailboxes by 9:50AM (before recess) on Tuesday for the week they will be distributed.