

# Ritenour School District



# The Ritenour Way

## Your “How To” Style Guide

Communicating Key Messages  
Grammar, Spelling and Punctuation  
Using Logos and Graphics  
Formatting Letters and Memos  
Ordering Letterhead, Business Cards and Signs  
Printing Requests



**Ritenour**  
**School District**  
*Educational Excellence Since 1867*



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**We can help!** For questions about style guidelines,  
call the communications department.

**Doug Bray**

Director of Communications  
and Community Services  
(314) 493-6081, ext. 8204

**Margarita Kramer-Gunther**

Office Professional  
(314) 493-6080, ext. 8209

**Michelle Mueller**

Communications Specialist  
(314) 493-6082, ext. 8205

**Paula Meers**

Graphic Artist  
(314) 493-6083, ext. 8210

**Jenna Gandolfo**

Web Content Manager  
(314) 493-6072, ext. 8206



# INTRODUCTION: WHY WE HAVE A STYLE MANUAL

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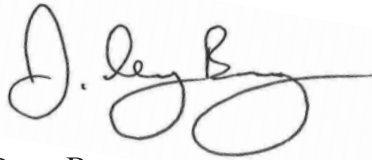
Dear Ritenour Employees:

The Ritenour School District Style Manual is provided for our employees who write, edit, prepare and distribute information about the district, its schools and programs. The style manual includes some of the important procedures and details that will help you complete a variety of information projects. Keep this manual on hand and refer to it often.

These guidelines exist to ensure that communication projects are consistent throughout the district. The guidelines help us achieve several of our core values, including acting and speaking with pride. Every flier, letter and newsletter we send home with a student carries multiple messages. At Ritenour, we ensure that our message is enhanced by using clear language and organized graphic design.

Just like any product on the market, a Ritenour education is a brand. Through our consistent use of language, logos and graphics, we help perpetuate our brand name and position Ritenour as an excellent school district. Thanks for helping to make sure we communicate clearly and professionally!

Sincerely,

A handwritten signature in black ink, appearing to read "D. Bray". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Doug Bray  
Director of Communications and Community Services



Communication by Ritenour employees should contain the district's key messages. Your key message should support the mission and goals of the school district.

*Key messages can be specific to events, issues, publications and even individual letters home. The communications department is available to help you determine your key messages.*

Determine your key message prior to responding to a media inquiry or drafting a publication or letter. When communicating, it is appropriate to repeat your key message in supporting statements. If the key message is communicated clearly, recipients will be able to repeat the message back to the sender. Below is just a sampling of general key messages for the Ritenour School District. Each message can be shortened and simplified to meet your needs.

## **Student Achievement**

- Ritenour provides a supportive environment and challenging opportunities for students.
- We believe that every child can learn.
- Ritenour has high expectations for all students and staff.
- Student achievement and well-being is the number one priority in the Ritenour School District.
- The mission of Ritenour School District is to ensure learning occurs in a supportive environment that enables every student to think critically, solve problems and develop the knowledge and skills necessary for success in our diverse, global society.

## **Facilities**

- Ritenour provides and maintains safe, comfortable and functional facilities for students and staff.

## **Parent Involvement**

- Parental support and participation are critical to student achievement.
- Parents are always welcome in Ritenour schools.

## **Finances**

- Ritenour efficiently obtains, manages and expends funds to meet the district's educational goals.
- For the past 16 years, Ritenour received the Meritorious Budget Award for excellence in the preparation and management of its annual budget. Less than one percent of the nation's school districts receive the prestigious award.

## **Personnel**

- Ritenour employs highly qualified, knowledgeable and caring personnel.
- Ritenour supports ongoing staff development to maximize employee growth and effectiveness.

## **Academic Performance & Accreditation**

- Ritenour Remains fully accredited under Missouri Department of Elementary and Secondary Education's scoring system – MSIP 5.
- Being fully accredited is significant for our students, families and our entire community. To retain full accreditation, we must continue our steadfast efforts to improve student achievement, attendance, graduation rates, and college and career readiness.

# HOW WE COMMUNICATE

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The Ritenour School District communicates to our students, parents, staff and community using a number of communication platforms. Here is a brief overview of some of the ways we keep our community informed:

- **Blackboard Connect** is Ritenour's mass notification service that allows the district to reach families via phone, text message, email and Ritenour App notifications. Ritenour uses Blackboard Connect messages to send families important information, emergency notifications and reminders about upcoming events. Messages can be replayed by calling toll free (855) 4REPLAY FREE (737529).
- **Inside Ritenour** is a monthly e-newsletter that keeps district patrons informed of the latest happenings in the district. You can sign up to receive *Inside Ritenour* by visiting the Ritenour website.
- **Mobile App**—The Ritenour Mobile App integrates with Ritenour's website ([www.ritenourschools.org](http://www.ritenourschools.org)) and social media to keep community members up to date on the latest news and upcoming events. Features include live streaming news and updates, calendar information, notifications, cafeteria menus, staff directories, flyers, Huskies' sports schedules and scores, KRHS news and other information to keep families connected to Ritenour schools. The free mobile app is available to download from the iTunes or Google Play stores on any mobile device by searching for Ritenour Schools.
- **Newsletters** are a key component of many school communications. Be sure to post your school newsletter on Peachjar and your school website.
- **Parent Portal** is a free online tool that assists in the communication of important academic and other student information. Parent Portal allows parents and students to view report cards, assignments, attendance, discipline and class schedule information.
- **Peachjar** is Ritenour's digital flyer management system. It is a cloud-based platform that allows schools to email flyers directly to parents.
- **Social Media** is another communication tool that Ritenour administrators, coaches and teachers may use to communicate to students, parents and the community. Facebook, Twitter, YouTube and Instagram are often used to highlight student success stories and remind social media users of upcoming events. Visit the communications department page on the Ritenour website to view a sampling of social media accounts offered by the district.
- **Tyler** is a free online tool that assists in the communication of important academic and other student information. Through Tyler's Parent Portal, parents can view report cards, assignments, attendance, discipline and class schedule information for their child.
- **Website**—The official Ritenour School District website is [www.ritenourschools.org](http://www.ritenourschools.org).

# COMMUNICATION STANDARDS AND CODE OF ETHICS

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## Communication Standards

The standards set in this style guide are for your guidance in establishing and maintaining the unified look of the Ritenour School District.

While the ultimate responsibility for identity standards rests with the communications department, the goal is that the identity of the school district becomes a part of the daily routine of each employee.

**Any correspondence created within the Ritenour School District (newsletters, flyers, programs, letters to parents, etc.), should ALWAYS be sent to the communications department for approval before it is distributed.**

## Code of Ethics

The Ritenour communications department is a member of the National School Public Relations Association and is guided by the hallmark of professionalism established by the organization's Code of Ethics:

1. Be guided by the pursuit of the public interest through truth, accuracy, good taste and fairness; follow good judgment in releasing information; not intentionally disseminate misinformation or confidential data; avoid actions that lessen personal, professional or organizational reputation.
2. Give primary loyalty to the employing organization, insisting on the right to give advisory counsel in accordance with sound public relations ideas and practices; cooperate with other groups while avoiding conflicts with primary responsibilities; object to untenable policies or activities.
3. Be aware of personal influence, avoiding promises or granting of unprofessional advantages to others; refrain from accepting special considerations for influences on organizational decisions; avoid unauthorized use of organizational facilities, resources or professional services for personal gain or for promotion of the candidacy of aspirants to elected offices; forego derogatory acts or utterances against other professionals.
4. Recognize that effectiveness is dependent upon integrity and regard for ideals of the profession; not misrepresenting professional qualifications; give credit for ideas and words borrowed from others; cooperate with professional colleagues to uphold and enforce this Code.

# STAFF SOCIAL MEDIA TIPS & GUIDELINES

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The Ritenour School District encourages teachers and staff to use social media as an educational learning tool and a way to engage with the district. Please remember to follow these district guidelines and expectations when using personal or district social media accounts.

## Social Media Tips

### Do

- Remember social media is an extension of not only yourself but the school/classroom.
- Comply with the Family Educational Rights and Privacy Act (FERPA).
- Monitor your social media account, and pay attention to users you are following/users that follow you.
- Maintain a high level of professional and personal responsibility.
- Remember that all social media channels are considered public record, and therefore can become a personnel issue investigated by the Ritenour School District.

### Don't

- Post student, school or district data that conflicts with board policy or FERPA privacy guidelines
- Address personnel issues or address the district in an unprofessional manner. (See Ritenour Policy EHB)
- Communicate with students electronically for reasons other than educational purposes. (See Ritenour Policy GBH)

## Official Ritenour School Accounts

Ritenour schools that do not currently have an active Facebook, Twitter or Instagram account may request one from the communications department. School social media accounts can be run by one or more staff members at your school who are actively engaged in social media. If you are interested in helping manage a current school account or creating a new school account, please contact Jenna Gandolfo at [gandolfoj@ritenourschools.org](mailto:gandolfoj@ritenourschools.org).

## Administrator Accounts

Ritenour administrators are welcome to create their own social media accounts to use for personal and/or educational purposes. Please follow district social media guidelines when posting to your account.

## Ritenour Department, Team and Activity Social Media Accounts

Ritenour departments and teams are welcome to create their own social media accounts or request a department account from the communications department. If you create a Ritenour department account, please email [gandolfoj@ritenourschools.org](mailto:gandolfoj@ritenourschools.org) with the username and password for the account so that we can keep an up-to-date list of all active Ritenour social media accounts.

**If you run a district social media account and are planning to leave the district at the end of the school year, please make sure the communications department has an updated password for your account before you go.**

# EMAIL SIGNATURES

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When setting up your email signature (Name, phone number, etc.) please include the following information:

- Your Full Name
- School or Administrative Center department
- Full phone number with extention
- Email address

**This information is helpful when recipients wish to contact you or you are requesting a phone call or interschool correspondence.**

## **Examples:**

Teacher or school support staff without direct phone numbers:

Jane Doe  
Buder Elementary School  
(314) 493-6000, ext. xxxx  
doej@ritenourschools.org

School support staff with direct phone numbers:

Jane Doe  
Buder Elementary School  
(314) 493-xxxx, ext. xxxx  
doej@ritenourschools.org

Administrative Center support staff or administrators with direct phone numbers:

John Doe  
Student Services  
(314) 493-xxxx, ext. xxxx  
doej@ritenourschools.org



# USING CORRECT GRAMMAR, SPELLING AND PUNCTUATION

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Ritenour departments and schools should strive for excellence in their printed and electronic materials. Our printed materials reflect the high expectations we have of our students and staff. This guide helps communicators achieve a consistent image across all documents and publications. Please use this section to help you when preparing your written publications for external audiences.

The Ritenour Style Manual was produced to address words and phrases unique to Ritenour or commonly used throughout the district. This guide is not intended to be comprehensive. *The Associated Press Stylebook*, available at most bookstores and online, serves as Ritenour's primary reference for word usage, spelling, grammar, capitalization and punctuation. *Working With Words* (Brooks, Pinson and Wilson) and *Webster's Dictionary* can help you with spelling and grammar issues not addressed in this manual.

**Abbreviations:** In general, avoid the use of abbreviations, unless they are listed in this style manual as acceptable to use on second reference.

**ACE Learning Center:** *ACE Learning Center* is acceptable on first reference. ACE stands for Achievement, Commitment, Excellence. The learning center is an alternative high school and is located at the Husky Academy in Overland.

**Acronyms:** In general, avoid the use of acronyms. However, if you must use them, spell out all acronyms on first reference. Acronyms should not have periods between each letter. For example use *Community and Schools for Excellence* rather than *CASE*.

**Addresses:** Abbreviate Ave., Blvd. and St. when used with a numbered address, such as *10350 Baltimore Ave*. Similar words always are spelled out when used with a numbered address (alley, court, drive, road, terrace). Use periods in the abbreviation P.O. for P.O. Box numbers.

**Administrative Center:** The Ritenour Administrative Center is located at 2420 Woodson Road. Do not abbreviate *Administrative Center*.

**Adult Education and Learning (AEL):** AEL is acceptable on second reference.

**After-School Activities:** Hyphenate after school when it is used to modify a noun, such as *after-school activities*.

**Backpack:** *Backpack* is one word.

**Buder Elementary School:** *Buder* acceptable on second reference.

**Buses:** The preferred plural form of bus is *buses*.

**Commas:** Do not put a comma at the end of a simple series with one

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# USING CORRECT GRAMMAR, SPELLING AND PUNCTUATION

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conjunction. For example: *The students should have pencils, erasers and paper.* If the meaning of the sentence would be unclear without the last comma, then use the comma. For example: *Students have a choice of bacon and eggs, bagels and cream cheese, or assorted fruit.*

**EducationPlus:** Ritenour School District is a member of *EducationPlus*.

**Costilow Fieldhouse:** *The Costilow Fieldhouse* is located at Ritenour High School. Fieldhouse should be one word.

**Course Names:** Generic course names and fields of study should be lowercase. However, you should always capitalize the proper names of languages, such as English or French.

**Courtesy Titles:** Courtesy titles (ie. Ms., Mr., Mrs., Dr.) should only be used in formal letters. In publications and releases, use last name only on second reference. Some schools may choose to use courtesy titles in their newsletters.

**Days/Months:** Always include the day of week when referring to a specific date.

- Wednesday, Aug. 15 is the first day of school. Note there is no “th” after “15”.)
- March, April, May, June, July are always spelled out.
- Jan., Feb., Aug., Sept., Oct., Nov., Dec. are always abbreviated when a number comes after it.
- Use the year if it is different than the current year.

**Email:** *email* is lowercase without a dash.

**End-of-Course Exams (EOC):** At the high school level, end-of-course examinations in Algebra, English II, Biology, Government are mandated by the state. EOC is acceptable on second reference.

**English Language Learners:** *ELL* is acceptable on second reference. This program was formerly called English as a Second Language (ESL).

**Every Student Succeeds Act (ESSA):** The Ritenour School District fully complies with the federal Every Student Succeeds Act (ESSA) of 2015. ESSA is acceptable on second reference. This act replaces No Child Left Behind.

**Extracurricular:** *Extracurricular* is one word without a hyphen.

**Family Educational Rights and Privacy Act (FERPA):** Student information and records are regulated by the Federal Family Educational Rights and Privacy Act. FERPA is acceptable on second reference.

**Field trip:** *Field trip* is two words.

**Fiscal year:** *Fiscal year* is spelled out and lowercase.

**Fundraiser:** *Fundraiser* is one word. *Fundraising* is also one word.

**Grade Levels:** Spell out grades one through nine, (*first grade*, not 1st grade). Use numerals for grades 10-12. Numerals can be used in lists

# USING CORRECT GRAMMAR, SPELLING AND PUNCTUATION

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and charts. Hyphenate grade when it is used as an adjective, but don't hyphenate if it's used as a noun (*fifth-grade student, she is in fifth grade, a 10th grade student, he is in 10th grade*). Hyphenate grader when it is used in a compound noun (*she is a fifth-grader*).

**Grade Point Average:** Usually spell out grade point average. However, it is acceptable to use *GPA* on first reference.

**HiSET test:** The HiSET is the high school equivalency test, replacing the General Education Testing Service (GED). Use HiSET.

**Hoech Middle School:** *Hoech* or *HMS* is acceptable on second reference.

**Huskies, Husky:** The Ritenour High School mascot is the *Husky*. RHS students and athletes are often referred to as *Huskies*.

**Husky Academy:** Husky Academy, located in Overland, is Ritenour's alternative learning center.

**Individualized Education Program:** *IEP* is acceptable on second reference.

**Inside Ritenour:** *Inside Ritenour* is the district's free email newsletter.

**International Welcome Center:** The International Welcome Center is located in the North Wing of Hoech Middle School. Spell out on first reference. *IWC* is acceptable on the second reference.

**Iveland Elementary School:** *Iveland* is acceptable on second reference.

**Job and Position Titles:** Capitalize job titles only when they are used immediately before a name or below the signature of a formal letter. Lowercase job titles when they are used alone or in constructions that set them off from a name by commas. For example, use *Associate Superintendent John Smith* or *John Smith, associate superintendent*.

**Kids:** Avoid this term. Use students, children or teenagers instead.

**Kratz Elementary School:** *Kratz* is acceptable on second reference.

**Limited English Proficiency:** *LEP* is acceptable on second reference.

**Legislative Advocacy Committee (LAC):** A politically neutral group that meets regularly with the Superintendent. Its purpose is to research and study public policy issues that have an impact on the Ritenour School District. *LAC* is acceptable on the second reference.

**Marion Elementary School:** *Marion* is acceptable on second reference.

**Marvin Elementary School:** *Marvin* is acceptable on second reference.

**Marvin Very Important Parents:** The *Marvin Very Important Parents* is the school's version of the PTO. *VIPs* is acceptable on second reference.

# USING CORRECT GRAMMAR, SPELLING AND PUNCTUATION

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**Menu Hotline:** Also known as Cafeteria Information Line. Use *Menu Hotline*. The phone number is (314) 493-6092.

**Missouri Assessment Program:** Students take *Missouri Assessment Program* tests. Spell out on first reference. *MAP* tests is acceptable on second reference.

**Missouri School Improvement Program (MSIP):** MSIP is acceptable on second reference.

**Money:** Use numbers and spell out the word “cents” (lowercase) if the amount is less than a dollar.

- Example: We will sell popcorn for 50 cents and mints for 5 cents.

Use the \$ sign and decimal point for larger amounts.

- Example: A gallon of milk costs \$2.25.)

**Moore Field:** Ritenour High School’s football field is called *Moore Field*.

**Names:** Use the person’s full name on first reference. Use last name only on second reference without courtesy titles (Mr., Mrs., Dr., etc.). Courtesy titles are OK in some school publications.

**News@Work:** Published while school is in session, *News@Work* is sent to all Ritenour employees via email and includes information for and about teachers and staff.

**No Tax Increase:** When referring to a bond issue or tax transfer, do not hyphenate no tax increase. *Prop S is a no tax increase tax transfer.*

**Numbers:** Numbers *one* through *nine* are always spelled out. Use numerals for numbers *10* and greater. In lists and charts, numerals can be used.

**OASIS:** Short for Older Adult Service and Information System. Through the Intergenerational Tutoring program, OASIS volunteers tutor young readers at Ritenour’s elementary schools. Ritenour’s OASIS tutors are called *OASIS reading partners*.

**Parent Advocacy Center (PAC):** Located in the North Wing of Hoech Middle School. PAC is acceptable on the second reference.

**Parent Teacher Organization:** When referring to a specific organization, such as the *Iveland Parent Teacher Organization*, capitalize. Otherwise use lowercase.

**Phone numbers:** (314) 493-6080, but use 1-800-555-1234 for toll-free numbers. All phone numbers should include area codes in parentheses. When a phone number has an extension, use a comma and abbreviate extension (314) 493-6000, *ext. 1020*.

**Reading Railroad Program:** Ritenour’s intergenerational tutoring program. Tutors are called *reading friends*. This program replaces the OASIS program.

**Re-Entry Center:** The *Re-Entry Center* is housed at Husky Academy. Students from Ritenour and Pattonville school districts attend class at the center.

# USING CORRECT GRAMMAR, SPELLING AND PUNCTUATION

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**Rhythmettes:** The *Rhythmettes* is the name of the Ritenour High School dance squad.

**Ritenour Adult Learning Center:** The *Ritenour Adult Learning Center* is the facility that houses the Adult Education and Literacy Program.

**Ritenour Board of Education:** *Ritenour Board of Education* is capitalized. When shortened on second reference to *board of education* or *board*, use lowercase letters. Members of the Ritenour Board of Education are called *directors* unless they are *president* or *vice president* of the board.

## **Ritenour Center for Gifted**

**Education:** A program for students in grades K-5 located at Ritenour Middle School. Gifted Center is acceptable on the second reference.

**Ritenour Hall of Fame:** The *Ritenour Hall of Fame* is a tribute to our graduates who have shown exceptional personal, community and professional achievements.

**Ritenour High School:** *RHS* is acceptable on second reference.

**Ritenour Middle School:** *RMS* is acceptable on second reference.

**Ritenour News:** Published three times a year, *Ritenour News* provides the community with information about Ritenour School District. Ritenour News follows the following style standards:

- **Verb Tense:** Verbs are in past

tense except for special occasions.

- **Captions:** Students are identified front row first, left to right. *Front row (L-R):* will be used to start the caption. All other rows are numbered, *Second row*, etc.

**Ritenour School District:** *District* is acceptable on second reference. *District* should not be capitalized when used alone.

**Safeline:** Safeline is the district's safety reporting phone system. The number is (314) 493-6205.

**Seasons:** Don't capitalize fall, winter, spring or summer unless it is part of a formal title.

- Example: Missouri schools begin their school year in the summer; Buder's Fall Festival is always fun.

## **School for Early Childhood**

**Education:** *SEC* is acceptable on second reference. Not SECE.

**School-wide:** Hyphenate when using the term as an adverb. *Wyland is hosting a school-wide competition.*

**Sexist Language:** Do not assume a gender when both sexes are involved. Sexist example: "If a student comes to school each day, she will do well on exams." There are several ways to avoid using sexist language.

- Make the subject plural. "If students come to school each day, they will do well on exams."
- Make the subject second person,

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# USING CORRECT GRAMMAR, SPELLING AND PUNCTUATION

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singular. “If you come to school each day, you will do well on exams.”

- Rewrite the sentence. “To do well on exams, come to school each day.”

**Special School District:** *SSD* is acceptable on second reference.

**Spring Break:** Spring Break is typically the last full week in March. *Spring Break* should be capitalized.

**Sports Teams:** Names of Ritenour athletic teams are only capitalized when full, formal names are used. *Ritenour Varsity Boys’ Soccer* is acceptable; *varsity boys’ soccer* should be lowercase.

**State Names/Abbreviations:** Spell out the state name when it stands alone in textual material. *State of Missouri*. Abbreviate the state name when it appears after the name of a city or municipality. *St. Ann, Mo.*, *St. Louis County, Mo.*

Example: Missouri (Mo.)  
Illinois (Ill.)

Use the two-letter Postal Service abbreviations only with full addresses, including zip code.

Example: Missouri (MO)  
Illinois (IL)

**Superintendent of Schools:** Capitalize when used in front of a name. For example, use Superintendent of Schools John Smith or John Smith, superintendent of schools.

**T-shirt:** *T-shirt* is always capitalized.

**Times:** When writing times, use the hour and a lowercased a.m. or p.m. Do not use “:00” when writing an exact hour - use periods for a.m. and p.m. For example, use *2:30 p.m.* and *2 p.m.*

**Title 1 Reading Program:** Refer to this program as the *Special Reading Program*. Title 1 teachers are called *reading specialists*.

**Website:** *Website* is one word and lowercase - unless it is the first word in a sentence.

**Winter Break:** The dates of Winter Break vary from year to year. *Winter Break* should be capitalized.

**Words spelled two different ways:** Use the first spelling listed in the dictionary. For example, use adviser not advisor, use traveler, not traveller.

**Wyland Elementary School:** *Wyland* is acceptable on second reference.

**Wyland Parents Helping in School (PHinS):** Wyland’s version of the PTO. PHinS is acceptable on the second reference.

# USING LOGOS AND GRAPHICS

## Logos

The Ritenour School District logo is the signature of our school district. It serves as a visible reminder to all who see it that we are a strong, unified school district committed to academic excellence for all students. Care must be taken to ensure that the unique look and style of the logo is maintained at all times.

The official logo or the individual school logo should appear on all external publications and documents produced by Ritenour. Basic specifications and guidelines for properly applying the logo to various printed materials follow. Please use the logo in a consistent manner to ensure that we present the proper image to the public.

The official logos can be downloaded from the communications page on the Ritenour website. If you have questions about the proper use of the logo, please contact the communications department at (314) 493-6083.

Ritenour School District Logo



Hoech Middle Logo



School for Early Childhood Education Logo



Ritenour Middle Logo



Buder Elementary Logo



Ritenour High Logo (Two Options)



Iveland Elementary Logo



Crest for Ritenour High use ONLY

Kratz Elementary Logo



Ritenour High Official Husky Graphic



Marion Elementary Logo



Ritenour High School Athletic "R" Logo



Athletic "R" is for Ritenour High School Athletics ONLY

Marvin Elementary Logo



Wyland Elementary Logo



# USING LOGOS AND GRAPHICS

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## Logo Specifications

The district or school logo should appear on all documents that will be viewed by anyone other than Ritenour employees. Any internal documents used solely by Ritenour employees in routine business functions may omit the logo. Any time the logo is used, internally or externally, all standards apply.

## Color

Color is an important element in the consistency of the logos. The logos have been designed black and white. Occasionally it is appropriate to print a logo in a different color. Please consult with communications staff before altering the color of a logo.

## Minimum Size

For readability, the district and school logos should never be reproduced smaller than 1 inch in width. When resizing, the height to width ratio must be maintained (example 1). Graphic distortion makes the logo difficult to read (example 2 & 3). To avoid graphic distortion, resize the logo by holding the shift key and clicking on the corner guides instead of the side guides (example 4).

To resize an object correctly, click on it to reveal the guides, or anchors, pictured at right. Only use the corner guides (seen here as solid black squares) and drag the guides to resize the object. Do not use the side guides to resize the object.

If the quality of the logos you use are blurry, jagged or are questionable, official logos can be downloaded from the communications page on the Ritenour website.

**Always use high-quality logos.**

Example 1: **Correct Usage**



Example 2: **Incorrect Usage**



Example 3: **Incorrect Usage**



Example 4:



## **Using Color**

All color graphics work must be printed or approved by Ritenour's communications department. The Ritenour School District's official colors are black and orange.

We specifically use the following colors when printing in color for the District or schools:

### **Ritenour School District**

District Colors—Orange and Black

- PMS 158
- RGB—R-234, G-113, B-37
- CMYK—C-4, M-68, Y-99, K-0
- Hexadecimal—#ea7125

### **Elementary and Middle Schools and Ritenour High School**

School Colors—Orange and Black

- PMS 158
- RGB—R-234, G-113, B-37
- CMYK—C-4, M-68, Y-99, K-0
- Hexadecimal—#ea7125

## Font Usage

Consistent use of typography helps ensure that we are speaking with one voice.

Tips for font usage and easy readability:

- Use 12-point type size when space allows.
- Limit the number of fonts used in a project. Try not to use more than two or three fonts.
- Avoid decorative fonts if they are hard to read.
- Avoid using decorative or cursive fonts in all caps. They are very hard to read.
- Use type size to clearly distinguish between headlines, subheads and body copy (non-headlines). Headlines can be a few point sizes bigger than body copy.
- San serifs fonts help the readability of headlines.
- Serifs fonts are suggested for body copy.
- Avoid centering paragraphs of copy. When text is centered, it is hard for your eye to find where the next line of text begins and to easy to skip a line of text.
- Avoid having “Widows” and “Orphans.”

**Widows:** A paragraph that ends and leaves fewer than seven characters (not words) on the last line.

**Orphans:** The last line of a paragraph that won't fit at the bottom of a column and ends up at the top of the next column.

The following font is suggested for body copy :

Times New Roman Regular  
abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMNQRST  
UVWXYZ

The following fonts are suggested for headlines:

Franklin Gothic Book  
abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMNQRSTU  
VWXYZ

Franklin Gothic Medium  
abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMNQRSTU  
VWXYZ

Franklin Gothic Demi  
abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMNQRSTU  
VWXYZ

Franklin Gothic Heavy  
abcdefghijklmnopqrstuvw  
yz  
ABCDEFGHIJKLMNQRSTU  
VWXYZ

Arial-Bolded  
abcdefghijklmnopqrstuvw  
yz  
ABCDEFGHIJKLMNQRST  
UVWXYZ

Arial Black  
abcdefghijklmnopqrstuv  
wxyz  
ABCDEFGHIJKLMNO  
PQRSTUVWXYZ

## Photos

- Make sure that photos are not blurry. Do not enlarge photo too much or it will become blurry. If a photo is blurry, look for a different image or reshoot the photo.
- Make sure the photo is from a source that allows free usage. Not all photos online are free or legal; some might be copyrighted or you must pay for usage.
- Do not distort photos. Make sure you resize proportionally. See example below.



## Clipart

- Make sure that clipart is not blurry. If clipart is blurry, look for different clipart.
- Make sure clipart is from a source that allows free usage. Not all clipart online is free or legal; some might be copyrighted or you must pay for usage.
- Do not distort clipart. Make sure you resize proportionally. See example below.



## Page Layout

- Avoid using too many boxes when creating newsletters, etc. Limit boxes to one or two per page and try not to put them next to each other.
- Allow space inside the box between the box edge and the edge of the copy.

**When placing type in a box, give it room.**

~~When placing type in a box, give it room.~~

- Do not put black type on a dark colored box or white type on a light colored box.

~~When placing type in a box, give it room.~~

- Allow room for white space. White space is the area on a page that does not contain text or graphics. Some white space on a page allows the reader's eyes to rest, and the page is more visually pleasing.
- Avoid too many graphic elements such as photos or clipart on a page. Not every inch of the page should be used. Not every story on a newsletter needs a photo or a piece of clipart.
- Avoid information overload. Too much information on a page makes it very difficult for the reader to process.

# FORMATTING LETTERS, MEMORANDUMS AND FORMS

## Letters

### Formal Letters

All formal letters should be printed on Ritenour letterhead. Follow the guidelines established in the Office Personnel Procedures Manual. All letters should be sent to Ritenour communications department for review before being distributed.

**Avoid making copies of letterhead or letters printed on letterhead when sending to the public (parents, etc.).**

These guidelines are intended to provide consistency and avoid deviations from the district format that could weaken the district's graphic style and professionalism.

### Letter Format

When formatting a letter on the Ritenour School District letterhead, the left and right margins are 1 inch, the top margin is 1.5 inches (RHS top margin is 1.75 inches) and the bottom margin is 1.85 inches. The top and bottom margins are larger to accommodate the school and/or district information.

Example 4: **Sample Formal Letter** (Example is 50% of actual size)

**Ritenour School District**

Dr. Chris Kilbride  
Superintendent of Schools

August 15, 2018

Name  
Title (if applicable)  
Address  
City, State, Zip

Dear (Name),

Ne mel libris semper probatus. Ex sea ubique copiosae detraxit. Et decore qualisque sit. Imperdicit consequat nec ne, nam etiam debitis at, eius principes an per. Pro no posse nonummy.

Nec no possit delicata. Vel quem odio copiosae ad, id commodo maiestatis his. Duo utroque dissentiunt ut. His oporteat maluisset ad. Ex nam lorem nemore salutatus.

Usu mundi ridens legimus ut, vix et nemore admodum. No vim vidit consequat. Nulla atomorum cu eos, an altera audire conceptam cum, saepe blandit in usu. Vim no maiorum repudiandae, sit odio accusata ei, vis ornatus copiosae appetere ut. Te regione tibi que evertitur vim, eum id populo dolorum perfecto, cum error populo mnesarchum at.

Habeo inani nam ex, malis vulputate ex vim. Audiam legendos ad per. Quo ea consul dicunt. Aliquam constituam his cu. Per enim dicit cu, mel prompta aliquam consequat ex, porro veritus ea mea. Tempor nostro nostrum eu sea, at eros solet hendrerit per, no dolore omittam assueverit sed.

Sincerely,

Dr. Chris Kilbride  
Superintendent of Schools

ck/jdb

**Ritenour School District**

Administrative Center  
2420 Woodson Road  
St. Louis, MO 63114-8499

Phone (314) 493-6050  
Fax (314) 429-6751  
www.ritenour.k12.mo.us

See left (example 4) for a sample of a formal letter.

Type is 11 or 12 point Times New Roman. All text is flush left. Do not indent the first line of a paragraph. Instead, insert two hard returns to create a new paragraph.

Each letter should begin with the date, followed by three line spaces, then the recipient's name and address. After two more line spaces, insert the salutation. Follow the salutation with one line space, then you can start your letter. After you finish your letter, add one line space then insert the closing, followed by four line spaces. Finish the letter with the name of the sender and title.

# FORMATTING LETTERS, MEMORANDUMS AND FORMS

## Informal Letters and Fliers

All informal letters and fliers sent outside of the district must contain the district or school logo and should be reviewed by Ritenour communications department staff before being distributed. Informal letters and fliers should contain no more than two different fonts.

See below (example 5) for a sample of an informal letter.

Example 5: **Informal Letter** (Example is 50% of actual size)

	↑ 1" ↓	
	 <p>August 15, 2018 ----- Dear (Name), ----- Ne mel libris semper probatus. Ex sea ubique copiosae detraxit. Et decore qualisque sit. Imperdiet consequat nec ne, nam etiam debitis at, eius principes an per. Pro no posse nonummy. ----- Nec no possit delicata. Vel quem odio copiosae ad, id commodo maiestatis his. Duo utroque dissentiunt ut. His oporteat maluisset ad. Ex nam lorem nemore salutatus. ----- Usu mundi ridens legimus ut, vix et nemore admodum. No vim vidit consequat. Nulla atomorum cu eos, an altera audire conceptam cum, saepe blandit in usu. Vim no maiorum repudiandae, sit odio accusata ei, vis ornatus copiosae appetere ut. Te regione tibi que evertitur vim, eum id populo dolorum perfecto, cum error populo mnesarchum at. ----- Habeo inani nam ex, malis vulpuate ex vim. Audiam legendos ad per. Quo ea consul dicunt. Aliquam constituum his cu. Per enim dicit cu, mel prompta aliquam consequat ex, porro veritus ea mea. Tempor nostro nostrum eu sea, at eros solet hendrerit per, no dolore omittam assueverit sed. ----- Sincerely, -----  ----- Dr. Chris Kilbride Superintendent of Schools ----- ck/jdb</p>	← 1" →
	← 1" →	
	↑ 1" ↓	

# FORMATTING LETTERS, MEMOS AND FORMS

## Memos

Memos are for internal communication. They do not need to contain the district logo, nor should they be on district letterhead.

Follow the sample below (example 6).

## Format

Type is 11 or 12 point Times New Roman. Do not indent the first line of a paragraph. Instead, insert two hard returns to create a new paragraph.

Example 6: **Memorandums** (Example is 50% of actual size)

	↑ 1" ↓	
	<p><b>MISSION:</b> The mission of the Ritenour School District is to ensure learning occurs in a supportive environment that enables every student to think critically, solve problems and develop the knowledge and skills necessary for success in our diverse, global society.</p>	
	<b>MEMORANDUM</b>	← 1" →
← 1" →	<p><b>TO:</b> Name  <b>FROM:</b> Name, Department/School  <b>SUBJECT:</b> Subject  <b>DATE:</b> Aug. 15, 2018</p>	
	<p>Thanks so much for providing leadership in your building for the Ritenour Kids Voting project set for next fall. From all of the political coverage already taking place, I'm sure the upcoming election will offer interesting material for Kids Voting studies.</p> <p>The training session for Team Building Leaders is scheduled for:</p> <p style="text-align: center;"><b>Monday, April 26</b>  <b>3:45 – 5:15 p.m.</b>  <b>Administrative Center</b>  <i>Special Kids Voting attendance prizes will be awarded including a chance to win two Cardinals baseball tickets</i></p> <p>Principals are also encouraged to attend this workshop.</p> <p>This workshop will emphasize the following:</p> <ul style="list-style-type: none"> <li>• How to integrate the Kids Voting curriculum into Ritenour's curriculum</li> <li>• How to get ready for election day</li> <li>• How to use Internet sites to enhance the election experience for students</li> </ul> <p>If you have any questions prior to the workshop, please feel free to contact me. Some of you may remember that Ritenour was the first school district in Missouri to implement Kids Voting in 1996. Students who participated in those early projects are in high school now! Again, thank you for your support of this important project. I look forward to working with you.</p>	
	↑ 1" ↓	

# FORMATTING LETTERS, MEMORANDUMS AND FORMS

## Forms

Use the below example when setting up forms (example 7).

A template is available in Microsoft Word. To request the form template, contact Paula Meers in the communications department.

## Format


Logo should be 2.25" wide.

Line should be 2.5 points.

Form title should be 18 point Arial Bold and ALL CAPS.

Body copy should be 12 point Times New Roman.

Example 7: **Forms** (Example is 50% of actual size)

	 <span style="float: right;"><b>CONSENT FOR RELEASE OF INFORMATION</b></span>	
	School Name _____ Phone # _____ Address/City/State/Zip _____ By my signature, I consent to the release of the records and information listed below on: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Student Name</span> <span>Date of Birth</span> <span>Grade</span> </div>	
.5"	Records to be released and/or information to be shared: 1. _____ 2. _____ 3. _____	.5"
	The Ritenour School District is hereby authorized to: <i>(Check one or both below)</i> <input type="checkbox"/> request and obtain the above records/information FROM the following person or agency. <input type="checkbox"/> release the above records/information TO the following person or agency. Name/Agency: _____ Address: _____ City/State/Zip: _____ Phone #: _____ <i>I understand that this release is in compliance with Public Law 93-380, Protection of the Rights and Privacy of Parents and Students, and that I can limit my consent to specific records or information within records.</i> _____ <div style="display: flex; justify-content: space-between; font-size: x-small;"> <span>Signature of Parent/Guardian (or student if over 18 years of age)</span> <span>Date</span> </div> Comments: _____ _____ _____	
	<b>For office use only:</b> Information and/or records: <input type="checkbox"/> mailed <input type="checkbox"/> given on   Date: _____ By: _____ <div style="display: flex; justify-content: space-between; font-size: x-small;"> <span>Name of person releasing information</span> <span>08/18</span> </div>	
	.5"	

# ORDERING BUSINESS CARDS, LETTERHEAD AND ENVELOPES

## Business Cards

Business cards must be ordered through the communications department.

Business cards are provided by the district for the following employees:

- Administrators
- Principals
- Assistant Principals
- Counselors
- Social Workers
- Facilitators
- Athletic Director
- Activities Director

Schools/offices are responsible for purchasing cards for the following employees:

- Teachers/SSD/ELL
- Office Personnel (Secretaries, Support Staff, etc.)
- Nurses
- Librarians
- School Resource Officers
- Custodial
- Child Nutrition
- Other

Please contact **Paula Meers** in the communications department for current pricing (ext. 8210.)

When ordering business cards you must provide the following information (see example 8 and 9 below):

### 1. Employee Name

- Please verify spelling (name) before submitting request to the communications department.

### 2. Title or Grade Level

- Teachers are listed as Elementary Educators, Middle School Educators or High School Educators to avoid reprinting because of grade level changes.
- All other staff will have their official title. Please verify title before submitting request.

### 3. Building/School

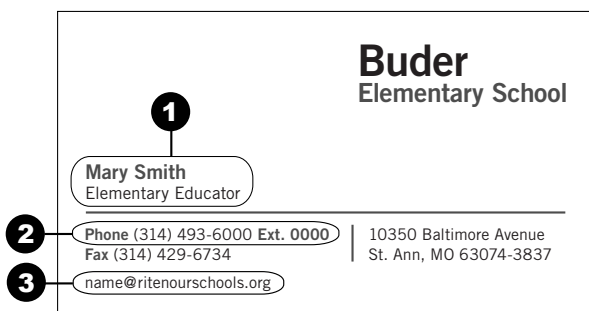
### 4. Phone number and Extension

- If the employee has a direct outside phone number that number is listed.
- If not, (314) 493-6000 is listed with the employee's extension.

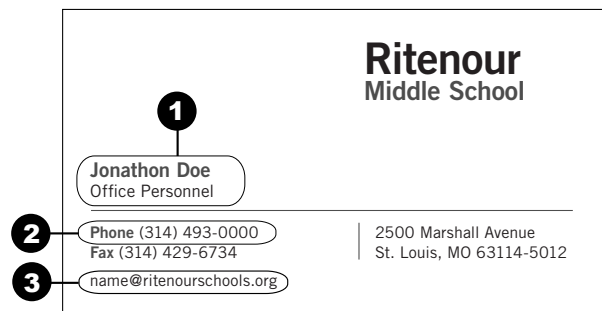
### 5. Email address

- Please verify e-mail address before submitting request to the communications department.

Example 8: **Business Card for Employees without a Direct Outside Phone Number** (Example is 80% of actual size)



Example 9: **Business Card for Employees with a Direct Outside Phone Number** (Example is 80% of actual size)



# ORDERING BUSINESS CARDS, LETTERHEAD AND ENVELOPES

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## **Business Cards** (cont.)

To order business cards for a new employee:

- Use Request for Printing form.
- Don't forget to fill in the School/Department.
- Job Description should be BUSINESS CARDS.
- Make sure to check "New Artwork/Design Needed."  
*Please verify all information (spelling, numbers and e-mail address).*
- Send/fax completed Request for Printing form to:  
**Paula Meers/Admin. Center**

To reorder business cards with no changes or minor changes:

- Use Request for Printing form.
- Don't forget to fill in the School/Department.
- Job Description should be BUSINESS CARDS.
- Make sure to check "Changes Needed."
- Attach an old card to the print request. If there are changes, mark them on the old card.  
*Please write legibly.  
Please verify all information (spelling, numbers and e-mail address).*
- Send/fax completed Request for Printing form to:  
**Paula Meers/Admin. Center**

## **Letterhead**

Letterhead must be ordered through the communications department.

To order Letterhead:

- Use Request for Printing form.
- Don't forget to fill in the School/Department.
- Job Description should be LETTERHEAD.
- Make sure to specify number of sheets needed.
- Please do not wait until you are almost out of letterhead to order more.  
*Try to keep at least enough letterhead on hand for one school-wide mailing.*
- Send/fax completed Request for Printing form to:  
**Paula Meers/Admin. Center**

## **Envelopes**

Envelopes must be ordered through the Communications department.

To order Envelopes:

*Note: Envelopes are standard #10 size. Community Services handles the purchase of #10 envelopes. A special request must be made for other sizes.*

- Use Request for Printing form.
- Don't forget to fill in the School/Department.
- Job Description should be ENVELOPES.
- Specify window or no window.
- Make sure to specify number of envelopes needed.
- Please do not wait until you are almost out of envelopes to order more.  
*Try to keep at least enough envelopes on hand for one school-wide mailing.*
- Send/fax original completed Request for Printing form to:  
**Paula Meers/Admin. Center**

# ORDERING DOOR SIGNS AND NAME PLATES

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## Door Signs

Door signs are 6 inches by 6 inches and are printed on cream-colored cardstock (Example 10). If you have a door sign that is larger or smaller than this standard size, you must indicate that on the Request for Printing form.

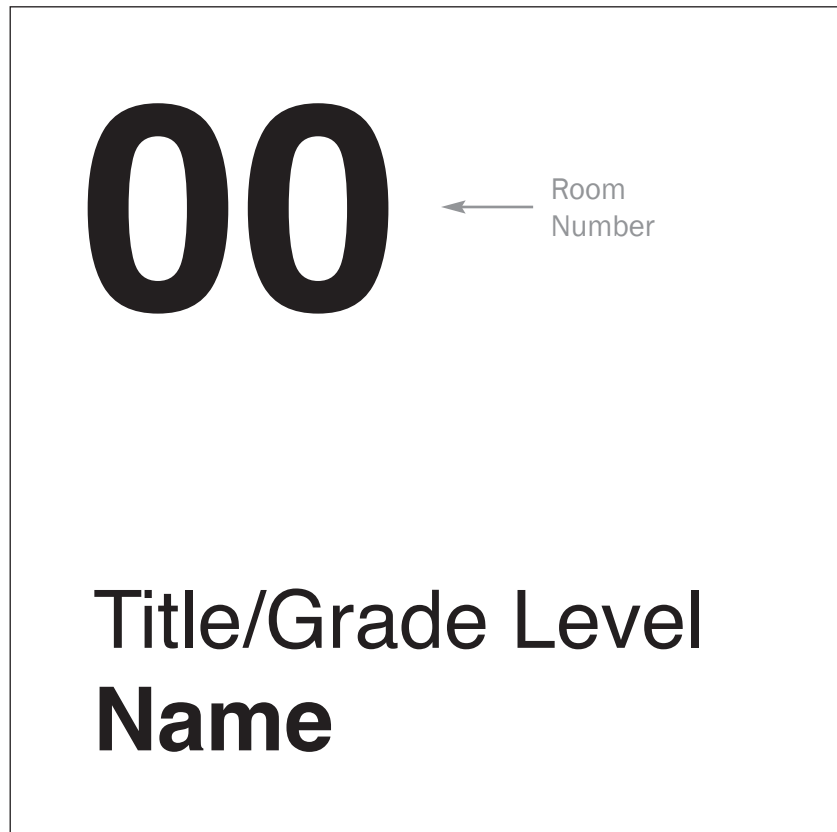
## Name Plates

Name plates are 8 inches by 1.5 inches and are printed on cream-colored cardstock (Example 11).

To order door signs or name plates:

- Use Request for Printing form.
- Don't forget to fill in the School/Department.
- Job Description should be DOOR SIGN or NAME PLATE.
- Provide name, room number and title or grade level for door signs.
- Provide name for name plates.
- Send/fax completed Request for Printing form to:  
**Paula Meers/Admin. Center**

Example 10: **Door Sign** (Example is 75% of actual size)



Example 11: **Name Plate** (Example is 75% of actual size)



## Requesting copies or printed materials

When requesting copies or other printed materials, please submit a Request for Printing form (see Example 12) or email pertinent information to Paula Meers in the communications department in the Administrative building.

### When emailing a request include:

- Your name and school
- Electronic version of document
- Number of copies
- Due date
- Paper size
- 1-sided or 2-sided
- Collated or grouped
- Paper color and type of paper
- Finishing (staple, GBC, 3-hole punch, pads)

### The copy shop does not operate on days that the district is closed:

- Spring and Winter Break
- Holidays (MLK Day, Memorial Day, 4th of July, etc.)
- District-wide inclement weather days (snow days)

### The copy shop operates in the summer when school is out.

Peak periods in the copy shop are December, May and June - August. Turn-around times may be longer than 7-10 business days.

## Using the Request for Printing form

When filling out the Request for Printing form, you MUST fill out the entire form. Hundreds of requests are processed every year, so please do not assume that the communications department will know what you want, even if it is a job you have requested many times.


If the communications department receives a job request that is not filled out completely, information must be verified with the requester, and that will delay the job.

Example 12: Request for Printing Form

## Filling out the Request for Printing By the Numbers

- 1 Always provide a due date.
  - Printing is scheduled according to due date. If multiple jobs come in for the same date, it is on a first-come/first-served basis.
  - **ASAP or IMMEDIATELY are not considered acceptable due dates.**
  - The copy shop requires 7-10 business days to complete medium to large jobs (all GBC binding, large runs of stapled documents, document padding, etc.). *This is subject to change on large, complex jobs.*
  - Smaller jobs can be completed in 5-7 business days (examples: 100 copies of a 2-sided form).
  - **If you have an urgent job, call Paula Meers at ext. 8210 to discuss printing options.**
  - *Equipment breakdowns can effect turn-around times.*

(Continued on next page)



**Ritenour**  
School District  
Educational Excellence Since 1907

**REQUEST FOR  
PRINTING**

If print request is not filled out completely, it may be returned to requester.  
**PLEASE SPECIFY A DATE MATERIALS ARE NEEDED.**  
Please write legibly.

Date of Request: \_\_\_\_\_

School/Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext. \_\_\_\_\_

Project Name: \_\_\_\_\_

**Date Material Needed:** 1 \_\_\_\_\_

**Select One:**

Original Attached (print as is)


2  Changes Needed (changes attached)

New Artwork/Design Needed (ideas/information attached)

Original on file in Communications Department

**Quantity:** 3 \_\_\_\_\_  
(if pads are being requested, state number of pads and number of sheets per pad, 50 or 100)

4 **Print:**  One-Sided  Two-Sided **Fold:**  No  Yes 5

6 **Collating:**  Collated   Grouped 

7 **Finishing:**  Staple  3-Hole Punch  GBC (plastic comb)  Tablet/Pad

**Paper Color:** 8 \_\_\_\_\_

**Paper Size** (after cutting, if necessary):

9  8½ x 11  11 x 17  8½ x 14

4¼ x 5½ (postcard)  5½ x 8½ (half sheet)  Other \_\_\_\_\_

**Paper Type:**

Bond Weight (regular)  Cardstock  Transparency

10  2 Part NCR  3 Part NCR  4 Part NCR

Other: \_\_\_\_\_

**Approved by:** \_\_\_\_\_

For Communications Department Use Only:

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_

# PRINTING REQUESTS

- Be realistic when providing a due date. If you do not need it for three weeks, use the date you need it, not a random date.
- If you need a job completed for the beginning of the next school year, submit the job before you leave for the summer. We will complete it and send it to your classroom/office when staff returns.

## 2 Always provide a clean (legible) original(s).

- **Do not send originals for copying on recycled paper** (previously printed on paper).
- Originals should be on white paper (if possible). Copies on colored paper do not reproduce very well.
- If changes are needed on a document or you need something created, contact Paula Meers at ext. 8210 to discuss the details.

- If the copy job is something that was created by the Communications department (Paula Meers), include a sample of the job to be copied. Do not assume we know which job you are requesting.

- **Do not send Request for Printing with post-it notes attached.** If there is information that you want to pass on to the copy shop that is not on the form, write additional instructions somewhere on the front of the form or write it on the back of the Request for Printing form and write on the front “See back for additional instructions.” **DO NOT ASSUME** that the copy shop employees will turn the form over to look without instruction to do so.
- **Do not include notes attached anywhere throughout the original document.** All instructions must be on Request for Printing.

## 3 Be specific about the number of copies needed. Example:

- If you need 50 copies of the entire packet, write “50” and mark “Collated” under **6**.
- If you need 50 copies of each page of the original, write “50 copies of each page” and mark “Grouped” under **6**.
- If you are requesting pads, please indicate the number of pads that you want and how many sheets per pad. Also mark “Tablet/Pad” under **7**.

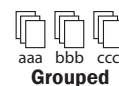
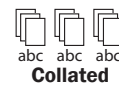
## 4 Indicate whether the job is to be printed 1-sided or 2-sided.

- Do not send originals for copying on recycled paper (previously printed on paper).


## 5 Indicate whether the job is to be folded (booklets).

## 6 Indicate whether the job is to be collated or grouped.

- **Collated**—If you need a copy of the entire original in order.
- **Grouped**—If you need copies of each page of the original.



Example 12: Request for Printing Form



**Ritenour**  
School District  
Empowering Excellence Since 1887

**REQUEST FOR  
PRINTING**

If print request is not filled out completely, it may be returned to requester.  
**PLEASE SPECIFY A DATE MATERIALS ARE NEEDED.**  
Please write legibly.

Date of Request: \_\_\_\_\_

School/Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext. \_\_\_\_\_



Project Name: \_\_\_\_\_

Date Material Needed: **1** \_\_\_\_\_

Select One:  Original Attached (print as is)  
 Changes Needed (changes attached)  
 New Artwork/Design Needed (ideas/information attached)  
 Original on file in Communications Department

Quantity: **2** \_\_\_\_\_  
(if pads are being requested, state number of pads and number of sheets per pad, 50 or 100)

**4** Print:  One-Sided  Two-Sided    **5** Fold:  No  Yes

**6** Collating:  Collated   Grouped 

**7** Finishing:  Staple  3-Hole Punch  GBC (plastic comb)  Tablet/Pad

Paper Color: **8** \_\_\_\_\_

Paper Size (after cutting, if necessary):  
 8½ x 11     11 x 17     8½ x 14  
 4¼ x 5½ (postcard)     5½ x 8½ (half sheet)     Other \_\_\_\_\_

Paper Type:  
 Bond Weight (regular)     Cardstock     Transparency  
 2 Part NCR     3 Part NCR     4 Part NCR  
 Other: \_\_\_\_\_

Approved by: \_\_\_\_\_

For Communications Department Use Only:

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_

# PRINTING REQUESTS

- 7** Indicate whether the job is to be stapled, 3-hole punched, GBC bound (plastic combs) or Tablet/Pad.
- **GBC bound copies** can be a time consuming and costly process. Please consider stapling or 3-hole punching as an alternative when possible.
- 8** Indicate paper color. If you want the cover(s) to be a different color, please indicate this.
- The copy shop stocks a limited supply of paper. If you want a type of paper that is not listed below, please contact Paula Meers at ext. 8210 to discuss paper options.


**Paper colors available:**

- **Bond paper** (regular copier paper) — **8-1/2" x 11"**
  - White
  - Canary (Yellow)
  - Goldenrod (Gold Yellow)
  - Light Green
  - Light Blue
  - Pink
  - Orchid
  - Salmon
  - Buff (light yellow orange)
  - Bright Green (Limited)
  - Bright Orange (Limited)
- **Bond paper** (regular copier paper) — **11" x 17"**
  - White
- **Cardstock** (Medium Weight–Not Tag) — **8-1/2" x 11"**
  - White
  - Canary (Yellow)
  - Goldenrod (Gold Yellow)
  - Light Green
  - Light Blue
  - Pink
  - Orchid
  - Bright Green (Limited)
  - Bright Orange (Limited)
- **Cardstock** (Medium Weight–Not Tag) — **11" x 17"**
  - White
  - Yellow (Limited)

When requesting packets, booklets, etc. on colored paper, consider having a colored cover(s) with white paper inside. This saves resources.

- 9** Indicate paper size.
- **8-1/2" x 11"**
    - Bond paper (regular copier paper)
    - Cardstock (Medium Weight–Not Tag)
  - **11" x 17"**
    - Bond paper (regular copier paper)
    - Cardstock (Medium Weight–Not Tag)
- Refer to **8** to see what paper colors we offer.
- 10** Indicate type of paper.
- Bond paper (regular copier paper)
  - Cardstock (Medium Weight–Not Tag)
- Refer to **8** and **9** to see what paper colors and sizes we offer.

**Contact Paula Meers at ext. 8210 if you have any questions or problems filling out the form.**



**REQUEST FOR PRINTING**

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If print request is not filled out completely, it may be returned to requester.  
**PLEASE SPECIFY A DATE MATERIALS ARE NEEDED.**  
Please write legibly.

Date of Request: \_\_\_\_\_

School/Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext. \_\_\_\_\_



Project Name: \_\_\_\_\_

**Date Material Needed:** **1** \_\_\_\_\_

**Select One:**  Original Attached (print as is)  
 Changes Needed (changes attached) **2**  
 New Artwork/Design Needed (ideas/information attached)  
 Original on file in Communications Department

**Quantity:** **3** \_\_\_\_\_  
(if pads are being requested, state number of pads and number of sheets per pad, 50 or 100)

**4** **Print:**  One-Sided  Two-Sided **Fold:**  No  Yes **5**

**6** **Collating:**  Collated   Grouped 

**7** **Finishing:**  Staple  3-Hole Punch  GBC (plastic comb)  Tablet/Pad

**Paper Color:** **8** \_\_\_\_\_

**Paper Size** (after cutting, if necessary):  
 8½ x 11  11 x 17  8½ x 14  
 4¼ x 5½ (postcard)  5½ x 8½ (half sheet)  Other \_\_\_\_\_

**10** **Paper Type:**  
 Bond Weight (regular)  Cardstock  Transparency  
 2 Part NCR  3 Part NCR  4 Part NCR  
 Other: \_\_\_\_\_

**Approved by:** \_\_\_\_\_

For Communications Department Use Only:

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_

Example 12: Request for Printing Form



# ORDERING REQUEST FOR PRINTING FORMS




Request for Printing forms come on white paper in pads of 50 or 100.

To order Request for Printing forms:

- Use Request for Printing form.
- Job Description should be REQUEST FOR PRINTING FORM.
- Make sure to specify number of pads needed and how many sheets per pad.
- Send/fax completed Request for Printing form to:  
**Paula Meers/Admin. Center**

Example 12 shows the current Request for Printing form (left). If you are using a form that does not look like the example, please request new forms from the Communications department.

Example 12: Request for Printing Form

 <b>Ritenour</b> School District <small>Educational Excellence Since 1867</small>	<b>REQUEST FOR PRINTING</b>
<p>If print request is not filled out completely, it may be returned to requester.  <b>PLEASE SPECIFY A DATE MATERIALS ARE NEEDED.</b>          Please write legibly.</p>	
Date of Request: _____	
School/Department: _____	
Contact Person: _____ Ext. _____	
Project Name: _____	
Date Material Needed: _____	
<b>Select One:</b> <input type="checkbox"/> Original Attached (print as is) <input type="checkbox"/> Changes Needed (changes attached) <input type="checkbox"/> New Artwork/Design Needed (ideas/information attached) <input type="checkbox"/> Original on file in Communications Department	
<b>Quantity:</b> _____ <small>(if pads are being requested, state number of pads and number of sheets per pad, 50 or 100)</small>	
<b>Print:</b> <input type="checkbox"/> One-Sided <input type="checkbox"/> Two-Sided <b>Fold:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes _____	
<b>Collating:</b> <input type="checkbox"/> Collated  <input type="checkbox"/> Grouped 	
<b>Finishing:</b> <input type="checkbox"/> Staple <input type="checkbox"/> 3-Hole Punch <input type="checkbox"/> GBC (plastic comb) <input type="checkbox"/> Tablet/Pad	
Paper Color: _____	
<b>Paper Size</b> (after cutting, if necessary): <input type="checkbox"/> 8½ x 11 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> 8½ x 14 <input type="checkbox"/> 4¼ x 5½ (postcard) <input type="checkbox"/> 5½ x 8½ (half sheet) <input type="checkbox"/> Other _____	
<b>Paper Type:</b> <input type="checkbox"/> Bond Weight (regular) <input type="checkbox"/> Cardstock <input type="checkbox"/> Transparency <input type="checkbox"/> 2 Part NCR <input type="checkbox"/> 3 Part NCR <input type="checkbox"/> 4 Part NCR <input type="checkbox"/> Other: _____	
Approved by: _____	
For Communications Department Use Only: Date Completed: _____ By: _____	

