

Lake Washington School District



Flyer Submission Form for PTSAs & Booster Clubs

Information on Person Submitting Flyer

Name: _____

Phone Number: _____

Flyer Details page

Enter title for the flyer

Title (45-character limit): _____

Call-to-Action Button (optional)

Hyperlinks on the flyers are now live on Peachjar. You can also choose to either add a website url or an email address to create a quick link. A url can direct parents to a website to Learn More, Sign-up, Register, or RSVP. An email address can be a quick way for parents to contact an organizer of an event. You may choose **one** option:

Learn More/Sign Up/Register/RSVP Url:

Email Now: _____

Would you like to target a certain grade level? If so, which grade level(s) _____

School(s) you are targeting: _____

Date to post flyer and how long to keep on the webpage:

Choose the duration and frequency of the posting.

You may choose to have your flyer posted immediately or on a specific date.

☐

Post Immediately

☐

Specific Date _____

Your flyer will be emailed once to parents and then will remain on the Peachjar webpage(s) of the designated school(s) for the designated time.

(Continued)

Optional: If you would like your flyer to be emailed more frequently, you can choose a weekly email or a monthly email.

☐

Email Weekly

☐

Email Monthly

When would you like your flyer to be removed from the webpage(s)_____

Please remember that all PTSA and Booster club flyers must be clearly marked as such. Please send this form along with a pdf, jpg or png file of your flyer to your school Peachjar uploader if you're only targeting your school or to Chris Robison (crobison@lwsd.org) if you're targeting other schools.