

# Publications

## Courreges PTA Publication Procedures

Revised October 2009

We have updated our publications procedures to better reflect how information is distributed to the Courreges Cougars families.

### Electronic Procedures: (Applicable to ALL flyers)

1. Email a copy of your flyer for approval to the following: (BOTH a & b or a & c)
  - a. Office Manager – Sandy O’Toole at [OtooleS@fvsd.k12.ca.us](mailto:OtooleS@fvsd.k12.ca.us) (Sandy does approvals for Mrs. Buehler)
  - b. PTA President – Nicola Weiss at [cn.weiss@verizon.net](mailto:cn.weiss@verizon.net)
  - c. If the PTA President is unavailable, then the PTA Executive Vice President, Michelle Eichinger at [mrseichinger@dslextrreme.com](mailto:mrseichinger@dslextrreme.com)
2. Once you have received your approvals, forward the approvals along with your document to the PTA Alert Chair: Libby Frolichman at [libbyvince@socal.rr.com](mailto:libbyvince@socal.rr.com)
3. **All documents (along with approvals) must be received by Libby no later than 2:30 pm, Friday afternoon** for distribution in the following Monday’s PTA Alert. Please be considerate with meeting the deadline. Our PTA Alert Chair and Website Manager work very hard throughout the year.

### If you have Hard Copy flyers to be sent home electronically: (Example: Pre-printed Cookie Sale Brochures)

1. Place a copy of your flyer in **PTA President’s** folder with a note asking for approval (located in the top drawer of the PTA Cabinet).
2. Please also send an email to Nicola or Michelle to let them know there is a flyer in the President’s mail slot to be approved.
3. Please walk your flyer into the office and ask Sandy O’Toole for an approval.
4. Once you have received your approvals, place them, along with your document, in the orange folder labeled “Libby” located on the table in the office.
5. **All flyers with their approvals must be received by 2:30PM Friday afternoon.** Please be considerate with meeting the deadline. Again, our PTA Alert volunteers work very hard throughout the year.

### For Flyers to be sent home in Hard Copy format:

**Please be aware that ALL flyers MUST be sent out electronically, even if hard copies are being distributed.** Also be aware that it is costly to send out hard copies of flyers. Each page that goes home to the students costs the PTA roughly \$15 and requires one and a half reams of paper.

1. Whether electronic or hard copy format, you need to obtain all necessary approvals (see above for approval process).
2. Forward your document and the approvals to the PTA Alert Chair (Libby) and include the date(s) for distribution.
3. Fill out a Publications Form (located in the top drawer of the PTA Cabinet in the Publications file folder). Attach the Publications Form to your hard copy and proof of approvals (either signature or email), and leave it in the Publications Folder. OR you can email the flyer and approvals to Melinda Lynch (Publications chair) at [melinda.lynch3@verizon.net](mailto:melinda.lynch3@verizon.net), but must indicate the following:
  - a. Are copies for all students or oldest & only?
  - b. Do you want white paper or color paper & what color (samples of colors are in the Publications folder)?
  - c. Date for distribution?
4. Send an e-mail to Melinda Lynch (Publications Chair) at [melinda.Lynch3@verizon.net](mailto:melinda.Lynch3@verizon.net) to notify her to check the Publications Folder. Since hard copies should be a rare occurrence, she will not be checking that folder regularly unless notified.
5. **All approvals must be obtained & sent to Melinda at least one week prior to the date of flyer distribution.**
6. Once the flyer is approved and copied, Melinda will separate them and take them to the office for distribution to each classroom via their Monday Envelopes.
7. If you need the flyers back, please mark that on the publications copying form or email. Melinda will advise you when you can pick them up on top of the PTA cabinet. When you are ready to have them distributed, please get them back to Melinda and she will separate them for distribution in the Monday Envelopes to each classroom.

**Final Important Note:**

Regardless of how the flyer is created, the only flyers that will be distributed to the students are those that have been approved. **PLEASE NOTE THAT PTA WILL NOT REIMBURSE MONEY FOR COPIES MADE OUTSIDE OF THE PUBLICATIONS COMMITTEE**, as we receive a substantial discount through the district.