

NewCastle Elementary PTSA

Parent Teacher Student Association

2014-2015: Community & Service



PTSA Communication Deadlines

Overview: The PTSA Executive Committee has a number of communication channels available to get information to the general membership and Newcastle Elementary community. These channels consist of: Cub News, flyers, bulletin board, PTSA website, and room parents. Most of these channels have deadlines. The follow provides the contact person and deadline for each communication channel.

Deadline:

Communication Channel	Deadline	Person
Cub News	Sunday	Sangeet Kindra
Website	2 weeks prior to when information needs to be posted on website	Sangeet Kindra
Flyers	Friday the week prior to publication	EC Committee member to which your position reports
Bulletin Board	One month prior (will be dependent upon availability on bulletin board schedule)	Secretary
Room Parent E-mails	Within 24 hours of receiving information, Coordinator will forward an email to room parent(s). Room parent(s) will then distribute information to their class.	Room Parent Coordinator

Contact Information:

President	JuliAnne Diesch	jpdiesch@yahoo.com
Co-VP/Ways & Means	Georgia Forchuk	gforchuk@msn.com
Co-VP/Ways & Means	Angela Oster	angelaoster@gmail.com
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Co-VP/Volunteers	Allison Sweeney	aewsweeney@gmail.com
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At Large	Edana Peacock	edanatish@aol.com