

NewCastle Elementary PTSA

Parent Teacher Student Association

2014-2015: Community & Service



Kidmail Flyer Submission Procedure 2013-2014

Overview: Flyers are an excellent way to draw attention to a program or event. **Flyers must be approved by the school before being sent home in Thursday's kidmail.**

Deadline: Flyers must be submitted to the EC member your position reports to by **Monday at noon the week of distribution.**

Process: Email flyer to EC member by the Monday deadline.
EC member will review, edit if necessary, and forward to President for approval.
Once Presidents approve the flyer, they will forward to Rich for approval.
Once Rich approves the flyer, President will notify EC member, then EC member will notify Chair.
Chair will then make appropriate number of copies and deliver these copies to the school by 2 pm Wednesday, the week of distribution.
Flyers will be distributed in Thursday's kidmail.

Summary:

Monday	Tuesday	Wednesday	Thursday	Friday
Flyer sent to EC member for review. EC member forwards to President for approval. President forward to Rich for approval.	Rich reviews, modifies if necessary and sends approval to President, then to EC member. (NOTE: This is not a set deadline for Rich's approval.) Once approval is received, EC member will notify Chair.	Chair delivers copies to school by 2 pm.	Flyers distributed in kidmail.	

Contact Information:

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