



## Kidmail Flyer Submission Procedure 2011-2012

- Overview:** Flyers are an excellent way to draw attention to a program or event. Flyers do need to 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 Co-Presidents for approval.  
Once Co-Presidents approve the flyer, they will forward to Marla for approval.  
Once Marla approves the flyer, Co-Presidents 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
<p>Flyer sent to EC member for review. EC member forwards to Co-Presidents for approval.</p> <p>Co-Presidents forward to Marla for approval.</p>	<p>Marla reviews, modifies if necessary and sends approval to Co-Presidents, then to EC member. <b>(NOTE: This is not a set deadline for Marla's approval.)</b></p> <p>Once approval is received, EC member will notify chair.</p>	<p>Chair delivers copies to school by 2 pm.</p>	<p><b>Flyers distributed in kidmail.</b></p>	

### Contact Information:

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