

# Pond Road Middle School PTA Flyer Approval & Copy Procedures 2020-2021

The Flyer approval and distribution process can take 2-4 weeks.

This process consists of:

Step 1 – Creating the flyer

Step 2 – Emailing the appropriate Executive Committee Member VP for review and approval

Step 3 – VP/President emailing flyer to POND Administration for approval

Step 4 – VP and/or Committee Chair emailing it to Communications Coordinator to make copies & distribute

Step 5 – Communications Coordinator emailing the vendor for print & delivery

Step 6 – POND classroom liaison placing flyers in teachers' mailboxes

Step 7 – Teachers picking up mail for their classrooms

Step 8 – Students bringing them home to parents/guardians

Step 9 – Communications Coordinator sending out blast email, posting on PTA website, MemberHub and/or Facebook

## **STEP 1 – CREATE FLYER**

Create Flyer in pdf for event and include:

- Title/Event
- Date, time, and address
- Due Date
- Price: PTA member & non-PTA member
- Purchase options: Online or send in with student to Advisory Teacher
- Liability waiver

## **STEP 2 – EMAIL FOR PTA APPROVAL**

Email this flyer to the President and your VP for review/approval. Email your VP at least 4 weeks before event date to allow all parties time for approval, copy and distribution process. VP emails to PTA President.

## **STEP 3 – EMAIL FOR POND APPROVAL**

This is completed by the President

## **STEP 4 – EMAIL FOR PRINT**

After POND Administration approval, email flyer in pdf form with details to Communications Coordinator for print, post, email and/or distribution.

Emails should include-

- Subject Line: Flyers for 'Event Name'.
- Body of email to specify:
  1. Is this for distribution or pick up?
  2. Is it school wide OR grade specific?
  3. Do you want full size, half size or quartered?
  4. Do you want it printed on a specific colored paper?
  5. Do you want Communication Coordinator to email/text/social post reminders? If so, specify dates it should go out.

#### STEP 5 – Print & Delivery

This is initiated & coordinated by the Communications Coordinator

#### STEP 6, 7 & 8 – Distribution

This is coordinated by the Communications Coordinator with POND front office and/or classroom liaison.

#### NOTE TIMEFRAMES

- Allow at least 5-10 Days for entire process.  
[This consists of 5-7 days for Flyers that need to be printed, delivered to school and distributed to mailboxes. Possible additional 3-5 days for Flyers to travel from teachers' mailboxes to students' backpacks to parents/guardians.]
- Allow approximately 4 days turn-around if you only want print & pickup. Communications Chair will notify the Committee Chair and VP when its available for pickup and provide the classroom list. If Chair/VP is distributing to mailboxes, please contact PRMS front office to request a date/time. Keep in mind to be flexible and considerate of front office and/or school schedule and events.

#### STEP 9 – Email blasts, website & social media posts

This is completed by Communications Coordinator:

- approved flyers will be posted to the Pond Road Middle School PTA website & the Pond Road MS School Hub in MemberHub
- update MH's Dashboard Calendar
- emails blast through MemberHub to registered users

\* Email announcements going out through MH do not need school admin approval. Please send your email announcement for approval to your VP and President prior to sending to the Communications Coordinator.