

Eastover Elementary PTA **Communications Protocol**

Eastover has multiple ways to get information to committees, parents and teachers. The procedures listed below are to help committees get information out accurately and effectively.

It is the responsibility of EVERY committee chair to create flyers, Eastover Express content, determine deadlines, collect sign-ups, etc. and to submit information and event details according to the procedures below.

The Communications Chair has final approval of all PTA related communications and has the right to edit text for brevity or clarity in all communications outlets including: Eastover Express, Tuesday Folders, PTA Website, Marquee, and PTA Bulletin Boards.

If you have questions or need assistance please contact Heather Naper, Communications Chair (hnapernc@att.net).

Please note: At the request of Principal Nichols, nothing should go home with students without being approved by her (or her designee) and no dates should be set on the calendar without her approval.

PRIMARY COMMUNICATION OUTLETS

Eastover Express (EE)

Jackie Koehler, Eastover Express Chair

The Eastover Express is a weekly email distribution (sent Sunday evenings) via Constant Contact. Recipients include parents who have registered to receive the emails via PTA website.

Submission Deadline: Thursday 5:00 pm for approval

Information submitted after the deadline WILL NOT be included on that Sunday's distribution. NO LATE SUBMISSIONS WILL BE ACCEPTED.

Submissions should be limited to two weeks total (2) for the same topic/event (except for longer-ranging committees such as SOAR, Invest in Your Child, etc.) and should follow this general timing:

- 3 weeks before: Announcement of event, including information below
- 1 week before: Reminder the Friday before deadline

Announcements via EE will link to PTA website via the right column and will go under Headlines, Upcoming Events and Deadlines (when appropriate). It will be updated on the PTA calendar and remain there until the event has concluded.

Information submitted for Eastover Express should be “copy ready” and include:

- Event /Item details with brief description
- Specific dates, times and location
- Deadlines when appropriate
- Contact name, email, phone and PTA committee organizing event
- Attached form(s) available via link to PTA website

Submissions to Eastover Express should be emailed to:

- Jackie Koehler (Eastover Express) eastoverpta@gmail.com, jackiek76@mac.com
- The Executive Board member to whom your committee reports
- Heather Naper, Communications Chair (hnapernc@att.net)
- Amy Wilson, President (apw72@me.com)

E-mail blasts: Requests for email blasts will only be considered for time sensitive issues, with a single focus (example -deadline for a particular grade level or last minute change for event). The email blasts will not have the format of the Eastover Express, but rather, will be sent as a regular email.

Eastover Facebook Page **Justine Moroz, Facebook Chair**

Eastover has a Facebook page to promote events and to celebrate school-wide and classroom special events and projects. Requests for messages/announcements must be sent to Justine Moroz. Please include pictures when possible. In addition to promoting upcoming events, we are also actively looking for pictures/recaps of class outings, projects, special events. If photos include students, applicable waivers must be signed or photo must be large group shots.

Submissions to Facebook should be emailed to:

- Justine Moroz (Facebook) eastoverpta@gmail.com, justinemoroz@yahoo.com
- The Executive Board member to whom your committee reports
- Heather Naper, Communications Chair (hnapernc@att.net)
- Amy Wilson, President (apw72@me.com)

Tuesday Folders

Tuesday Folders include weekly hardcopy distributions (sent home with students on Tuesdays).

Recipients include every student, grades K – 5.

Submission Deadlines:

Friday 2:00 pm for approval to Mrs. Nichols and others listed below

Monday 2:00 pm printing and distribution in each teacher's mail box

Information submitted for Tuesday folders should be drafted and submitted for approval by Friday at 2pm to:

- Principal, Susan Nichols (susans.nichols@cms.k12.nc.us)
- The Executive Board member to whom your committee reports
- Heather Naper, Communications Chair (hnapernc@att.net)
- Amy Wilson, President (apw72@me.com)

All flyers / forms should include:

- Event /Item details with brief description
- Specific dates, times and location
- Deadlines when appropriate
- Contact name, email, phone and PTA committee organizing event

Committees are responsible for making all copies and placing the right number per class in each teacher's box. Classroom totals will be kept current and displayed in copy room.

Please see below for information on printing copies.

Please note that outside vendor information is not to be included in Tuesday folders. Any exception would need approval by CMS Communications Office (publicinfo@cms.k12.nc.us), and there is no guarantee it will be included.

Documents with smaller distribution (e.g. grade level) need only get approval from the Executive Board member to whom the committee reports.

Eastover PTA Website
Heather Naper, Website Chair

<http://eastoverpta.cmswikispaces.net>

Permanent links will include the following (and will be regularly updated as needed):

- PTA Calendar
- PTA Meeting minutes
- Eastover Express posts

Requests for information, page changes / updates on the website should be submitted to:

- The Executive Board member to whom your committee reports
- Heather Naper, Communications Chair (hnapernc@att.net)
- Amy Wilson, President (apw72@me.com)

Marquee (sign in front of gymnasium entrance)

Requests for messages/announcements must be sent to Amy Wilson, (apw72@me.com) at least two weeks in advance. The Marquee Chair will manage a calendar of requests and work with Mrs. Nichols and the PTA Exec Board to prioritize requests.

Bulletin Board

Patricia Lopez-Snow & Erika Brim, Bulletin Board Chairs

The PTA has one bulletin board in the front halls of school for use by PTA committees. The Bulletin Board is generally changed in August, November, February, and April. Ideas for boards or specific requests for messages/announcements must be sent to Patricia Lopez-Snow, (patricia.snow77@gmail.com) and Heather Naper (hnapernc@att.net) who will determine rotation. Please contact them if you anticipate a need for use of the Bulletin Board and consideration will be given and requests prioritized.

PRINTING / COPYING PROCEDURES

DO IT YOURSELF (in house) Teacher Workroom printer(s)

- PTA is to use one of the two copiers in the teacher workroom to the right of the school office. (Copier in the office is for fewer than 20 copies only)
- PTA code for use by all committees is 52645
- Usually white paper is available in the workroom. If you have a specific color requirement, please bring your own paper
- PTA will be charged for each copy (\$.01) so be judicious
- The Rizio may also be used when making copies greater than 20
- When possible, please seek assistance first from other parents before asking front office staff for help.

OUTSIDE PRINTER (outside vendor) for complex jobs, folding, cardstock, etc.

Contact **Sydney Coffin at Executive Document Services** at 704-907-8240 or sydcoffin@aol.com for quotes or questions.

Once approved, final documents can be emailed to Sydney and will be delivered to the Teacher Workroom at school. She requires at least 24 hours in advance with the following details provided:

- Number of copies need
- Front / back or single sided
- Stapled or bound Color paper desired (this is available at NO additional cost)
- Date needed (24 hours or more in advance)