



Wednesday Envelope Flyers

- Committee Chair creates the flyer and has VP approve
- **All Flyers must say “Sponsored by Virginia Run PTA”**
- Translation to Spanish can be done using an on-line service.
Please use the following disclaimer:
 - **This is a PTA sponsored event. PTA used _____ for translation and we apologize for any mistakes that were inadvertently used. FCPS take no responsibility"**
- Flyers should be sent to Shannon Soria, srsoria@fcps.edu for approval.
- Once approved, please request labels from the main office the day prior to coming in to make your copies. Labels are in alphabetical order and will tell you how many flyers you will need to make by class. Please keep copies in alphabetical order by teacher name.
 - You can send to ALL students or Oldest & Only
 - Oldest & Only Labels are usually created by October 1
- **All PTA flyers are on BLUE paper.**
- Blue paper can be found in the PTA closet – you can check out a key to the PTA closet in the main office.
- Copies need to be to the office no later than Friday to go in the following week’s Wednesday Envelope
- Please make 1 extra copy for the teacher of each class, 1 extra copy for the office and 10 extra copies for the flyer kiosk outside the office