

GUIDELINES FOR CREATING YOUR FLYER & GETTING APPROVAL

- All informative flyers (paper or email) MUST include:
 - **“Wakefield Forest Elementary School”** at the top
 - **Your contact information** near the bottom
 - **www.wfespta.org** at the bottom (approved flyers will be placed on our website at www.wfespta.org)
- All flyers must be approved by Ms. Prindle before they are distributed.
 - **No later than Monday of the week you want to distribute your flyer**, e-mail the “draft” flyer to Julia Ruskin (jsruskin@fcps.edu).
 - The office will review the flyer and e-mail you approval.
- Once you receive approval:
 - Forward your approved “final” flyer to the appropriate PTA Chair:
 - Megan Fay (megmfay@aol.com) if it concerns Room Parent activities
 - Katina Scott (katina.scott@gmail.com) for other PTA activities
 - If paper copies are necessary, collate by class counts (see below), and place in teacher’s office mailboxes by 12:00 noon on Wednesday (for that week’s Thursday Folders).

GUIDELINES FOR CREATING PAPER COPIES & DISTRIBUTING YOUR FLYER

- WFES PTA volunteers have access to the office workroom copier from **10:00am through 3:00pm**. Please be considerate of the staff’s copier needs while you are there. Try not to wait until the last possible day/time to make your copies, or you may experience the dreaded copier chaos!
- Please try to conserve paper by making double-sided copies for long flyers or making half-sheet sizes for short content flyers when possible.
- The class counts list (the current number of students in each class) is posted on the bulletin board by the office copier.
 - **Most flyers are only sent home to the ‘youngest or only’ child of each family.** Please refer to and use that number, which is in **red** on the class counts list.
 - In a manila folder pocket by the class counts list, there are class/count slips of paper for you to fill out with the teachers’ name, and how many copies are included, to paperclip to each class’s copies.
 - If you use the last class/count slips, please copy and refill the folder pocket. (Julia has master copy.)
- All paper flyers must be in the teachers’ mailboxes no later than 12:00 (noon) on Wednesday to be included in that week’s Thursday Folder.
- In addition to the class counts, make 10 copies for the office and give them to Julia.

