



COMMUNICATIONS BASICS

2009 – 2010 SUBMISSION & PUBLICATION DATES & PROCEDURES

The Round-Up is a monthly publication of the Barksdale PTA. Since each PTA officer/chairperson knows ALL the ins and outs of his/her programs and activities, YOU are the best person to promote your events with the details that all parents, teachers & students need to know. Due to time constraints, I cannot write your article for you, BUT when you submit a draft with ALL the pertinent details, I am happy to edit the article and add graphics. If there is a certain graphic that you want with your article, please submit that with your article.

******Articles submitted AFTER the deadline are NOT guaranteed to be included in that newsletter.**

ISSUE	SUBMISSION DEADLINE	PUBLICATION DATE
2	Tuesday, August 11 th	Thursday, August 27 th
3	Tuesday, September 22 nd	Thursday, October 1 st
4	Tuesday, October 20 th	Thursday, October 29 th
5	Tuesday, November 17 th	Thursday, December 3 rd
6	Tuesday, December 8 th	Thursday, January 7 th
7	Tuesday, January 19 th	Thursday, January 28 th
8	Tuesday, February 16 th	Thursday, February 25 th
9	Tuesday, March 9 th	Thursday, April 1 st
10	Tuesday, April 20 th	Thursday, April 29 th
11	Tuesday, May 18 th	Thursday, May 27 th

PLEASE REMEMBER: All submissions are due by 5 pm on deadline date. Please send your articles via e-mail. Photos are always welcome ~ just be sure that you include the names of the kids/adults so I can double check their privacy release permission forms.

***The newsletter is approved as a whole by both Sherri and Mrs. Murray. Approval of the newsletter is also approval of the contents for the website.

YO PACKETS: Any attachment to a YO Packet must be approved by both Sherri Arvin & Mrs. Murray, copied and in the PTA workroom by Wednesday afternoon. Please send an email to yo@barksdalepta.org to let us know that you have an attachment so that the YO moms know to look for it on Thursday.

E-BLASTS: All submissions for the weekly e-mail blast are due on Tuesdays. The focus of the blast will be the following week's calendar of activities. We will include BRIEF reminders of upcoming events & volunteer opportunities. Blasts will be sent out by Sunday afternoon.

WEBSITE: To post information on the website, please send your posting to both David Coggan at webmaster@barksdalepta.org and Liz Jackson at communications@barksdalepta.org one week in advance. The submission should include the actual text of the posting and any forms or links that need to go with it.

A HELPFUL HINT :

A Real Submission to the Newsletter Looks Like This~

An email with:

Ever considered transforming an ordinary day into something fun and meaningful? Well, we have just the thing for you! Become an Volunteer Office Greeter(VOG)! VOG's typically welcome visitors and parents at Barksdale while performing certain office specific duties. This great opportunity comes with the flexibility of choosing the time and task that best fits into your schedule. There are opportunities to volunteer at the office throughout the school day! The VOG has the added advantage of staying in touch with the school, staff and parents. And sure, bring the morning "cuppa-joe" along! Its fun and rewarding. Call Poornima Poondi at 972 955 0297 or alternately email office@barksdalepta.org.

This is NOT a Real Submission to the Newsletter~

An email with:

Can you please include something about the Barksdale Movie Night on July 8th from 7pm to 9pm? Thanks!

I am always willing to help you with promoting your events, so never hesitate to give me a call or email me. And thank you in advance for being mindful of the deadline dates. That allows me the time to create a good newsletter and give both Sherrri & Mrs. Murray plenty of time to proofread and approve it so that it can go home with the students on the scheduled date. ☺

Liz Jackson

Liz-stuartjackson@sbcglobal.net or communications@barksdalepta.org

972-624-0668 home or 972-672-2775 cell

