



Avoid Copier Chaos

So...you've got 500 copies to make and stuff into mailboxes...
how hard can that be, right? You'd be surprised!

Here are the basics for all PTA volunteers who are preparing flyers for the Thursday folders.

GUIDELINES FOR CREATING FLYERS:

- o Please make sure that "**Wakefield Forest Elementary**" appears at the top of every flyer.
- o Please include **your contact info and our website link** at the bottom of every flyer: Flyers available on our website at <http://wfespta.yippeeo.com>

GET APPROVAL from the PTA President, who gets approval from the School Principal, Sheri D'Amato. All materials delivered to parents *must* be OK'd in advance.

- o Email your flyer (in PDF format) to the PTA President at awright10@cox.net by Monday, during the week you want to distribute the flier.
- o The PTA President emails all flyers to the office for approval
- o The office will e-mail or call you to confirm approval of your flier.
- o Upon approval, email your flier to the PTA President at awright10@cox.net to be posted on the PTA web site.
- o All fliers are to be in the teacher's mailboxes by the end of the day Wednesday, for distribution on Thursday. If the flier is not in the teacher's mailbox by Thursday morning, they are not obligated to send it home that week.

RESERVE your copy time. WFES PTA volunteers have access to the office copier from 10:30-11:30am and 1:30-3:30pm each day. There is a sign-up sheet on the bulletin board over the office copier. The Rizo copier, in the cafeteria, is a better choice. It prints large numbers of copies very quickly. Please check w/Julia Ruskin for instructions on how to work it. Do not use blue paper!

MAKE EXTRA copies (20) for the Office binder and organizer.

DISTRIBUTE the appropriate number of flyers to each teacher's mailbox no later than the end of the day Wednesday. An updated list of classroom numbers is posted on the bulletin board over the office copier. **Copies are sent home with the youngest or only child of each family only, refer to room totals in red.**

Questions? Contact Alison Wright, PTA President at 703-425-3787 or awright10@cox.net