

Guidance on Preparing and Distributing Fliers

Fliers are one of the critical methods the HVES PTA uses to provide information about upcoming events. A good flyer should provide all of the key information about the event, as well as look appealing.

Deadlines:

- Fliers to go out in the Thursday folder must be in the teacher's boxes by **noon on Wednesday (the day before)**. This allows teachers time to have parent volunteers or others stuff the folders before Thursday afternoon.
- Depending on the event, you will need to determine how often the flyer should be sent home and how early prior to the event. In most cases, you will want to send a least two fliers home, an initial announcement and a reminder.

Translation:

- We have several PTA volunteers who have offered to do translation into Spanish. We would like to send EVERY flier home with a Spanish translation. **Please contact Maria Rucks (mjrucks@hotmail.com), Translation Coordinator, at least one week prior to copy deadline** to request translation. If your flyer is long or complicated, you may need to provide the translator additional time.

Copying:

- You can copy your own flyer or contact **Ashley Marchionini (ahmarch@hotmail.com), Copy Brigade Coordinator**, if you are unable to copy it yourself. Make sure that if you cannot copy it yourself, you provide the copier with several days notice to copy before the Wednesday deadline.
- The code for the copier is 2784. The PTA uses yellow paper to identify that it is a PTA event. This paper can be found in the upper cabinets (marked PTA on the door) across from the copier or in the PTA closet if there is none left in the cabinet.

Distribution:

- Place the **original** in the PTA Drawer along with **several copies** so more can be made if needed.
- Provide one copy of the flyer for each student, plus an additional copy for the teacher. Class count numbers are provided on the bulletin board to the side of the copier. For the most updated numbers in each class, get a list from Eddie Hyder in the office.
- Place the correct number of copies in each teacher's box.
- If appropriate, put a copy in each staff member's box. Don't forget Dr. Covington's shelf below the teacher boxes. A list of classroom teachers can be found in the PTA drawer or on the bulletin board.
- ALWAYS provide a copy to the Principal, Assistant Principal, Ms. Elicker, and Ms. Hyder. **Ms. Dardarian and Ms. Brown's mailboxes are outside their offices.**
- Post a copy on the PTA Bulletin Board (in Spanish and English)
- Post on the HVES List Serve and email flyer in a .pdf format in both Spanish and English to Alex Jonas ajonas@gvpt.umd.edu for the HVES PTA web site.