

Gunpowder Elementary School PTA Newsletter

Production Schedule

2011-2012 School Year

Month	PTA Board Meeting	Newsletter Submissions Due	Newsletter Sent to PTA President for Review	Newsletter Sent to Principal for Review	Newsletter to Print Shop	Newsletter Distributed
October/November	9/6	9/9	9/16	9/21	9/28	9/30
December/January	11/8	11/10	11/16	11/18	11/28	11/30
February/March	1/10	1/12	1/17	1/19	1/24	1/30
April/May	3/13	3/15	3/20	3/23	3/28	3/30
June/Summer	5/8	5/10	5/16	5/18	5/25	5/30

Newsletter Production Process

1. A copy of this sheet will be printed and distributed at the September Board meeting.
2. An e-mail reminder will be sent out to all Board Members one week before the due date.
3. An oral reminder will be given at the monthly Board meeting.
4. The next PTA newsletter deadline will be printed in the most recent edition of the newsletter.
5. Information for the newsletter must be submitted via e-mail to **Newsletter@GunpowderPTA.org**. Attachments are welcome. Submissions must include an e-mail address and/or phone number that can be printed with the news item for those who want more information.
6. Information will be edited for use in the newsletter and any e-mail communications to PTA membership.
7. Text will be shared with the PTA webmaster for inclusion on the PTA website.
8. A print version of the newsletter will be created so that it can be copied and distributed to PTA members. A PDF or e-newsletter will also be posted to the PTA website.

Questions pertaining to the above schedule or process should be addressed to Jaime Elwood, PTA Newsletter Chair, at Newsletter@GunpowderPTA.org or 443-465-6615. Thanks!