**Doing Fliers the Pinetree Way**

**2019-2020**

All letters and fliers sent home through the classroom must be approved first by myself Apryl Reaber, Room Parent Coordinator, or Ty Reaber, VP of Communication, then by the Pinetree Office Manager, Kristie.

Please email Apryl Reaber and cc Ty Reaber with your flier at least 2 weeks before your event. We will check over the information included on your flier and correct any grammatical errors. Once we have approved your flier, you may bring it in to Kristie for approval. She and Deb will check over the flier to be sure there are no issues from the school’s perspective, then they will initial in the bottom corner.

There is absolutely **NO** asking for monetary donations to buy anything for the teachers. You may ask for donations to be bought and brought in by the students.

All letters and fliers sent home must include 3 logos, which will be given to you when your flier has been approved. These 3 logos are the PTA logo, our school logo, and the district office logo, and can be taped or glued to your flier before copying.

All letters and fliers ***must*** be initialed by the office manager before copying. And once you copy them please drop two flyers in Kristie’s basket as well so she can keep them for her records. Teachers will not be distributing fliers that have not been initialed.