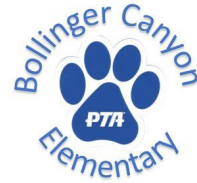


PTA Communications Request Form



Name:

Phone:

Email:

Event/Program/Committee:

Who are you communicating to? (Volunteers, PTA Members, Parents/Students, etc.)

Wording you would like to communicate:

(Basic facts, dates, times, what you need, instructions how to sign-up, etc.)

Links to images you wish to include in your communications (if any):

Note: Please note the images must be "free" or we have permission from copyright owner.

Volunteers Needed:

Link to sign-up genius, your email address for volunteers to contact, etc.

Where would you like the communication to go: Check all that apply:

☐ Weekly Newsletter ☐ Website ☐ Flyer in Friday Folder ☐ Direct Email ☐ Web Store

Note: The above media outlets are subject of the approval of the communication committee.

To ensure rapid response, contact Communication Chair via email (bcpta1@gmail.com) with your request. You can either attach form or put form in her mailbox (in copy room) in School Office.