

**Procedures and Policies for Submission of Content to PTO**  
**Panther Prints**

- The Panther Prints are published weekly (Wednesday) and are one of the primary forms of communication between the Saint James PTO and the parents of students of Saint James School.
- All content posted in the Panther Prints will directly relate to a Saint James PTO, School, Church, Scout, Athletic Club, or community function, committee, event, or activity.
- All information to be published in the Panther Prints must be submitted in writing, preferably by email, by noon on the Thursday of the preceding week for approval to the PTO President or Vice President. Disputes or requests for clarification of content will be handled through contact with the President or Vice President.
- The Saint James PTO information will take precedent over other content if space is limited. All other information submitted will be accepted, if approved, on a first come basis.
- The President and Vice President will work in conjunction with the designated volunteers to facilitate printing and revision of the PTO Panther Prints.