

Wednesday Envelopes/Copy Collate Procedure

PTO Committee items for the Wednesday envelopes must be sent to the president via email by 12:00 P.M. on Thursday, prior to the week you would like to have them published. Please include a note to whom it is directed (every student, youngest only, etc.) and what date(s) you would like it to be sent in the Wednesday envelope. If you cannot email the article, you may send a hard copy through the PTO mailbox at school. Copy/collate will make copies on Monday morning for that week's envelope. If your flyer requires stapling or collating, **YOU** are responsible for getting that done.

Unless otherwise noted, approved flyers will be passed to the copy/collate committee and the copies will be made, sorted and placed in the teachers' mailboxes by the approved time.