

## PTA Newsletter Submission Guidelines

1. Send submissions to [presptanewsletter@gmail.com](mailto:presptanewsletter@gmail.com) no later than 8pm on the Wednesday before the newsletter is to be published. You also need to cc [websiteupdates@pointersrunpta.org](mailto:websiteupdates@pointersrunpta.org) so that the PTA website is updated as well.
2. Formatting varies among email programs and word processing programs.  
**Submit your article in MS Word as a file attachment.** This way, formatting translates better to Constant Contact.
3. Make sure you have proofed your article for standard grammar and spelling; (it is a PTA newsletter after all).
4. Less is more-keep your communications to a short blurb.
5. Do not post your entire article. Post an abbreviated version with a link to the PTA website for additional background information rather than posting it all in the newsletter and making the reader scroll.
6. Use Arial or Times Roman font. Do not include graphics or unusual fonts. Graphics make the newsletter a bigger file and more difficult to email.
7. Change up text of your recurring notices so readers look at it and do not skip as a "repeat".
8. If you **would** like a notice repeated, please send it to [presptanewsletter@gmail.com](mailto:presptanewsletter@gmail.com) each week after the call for submissions goes out.
9. In order to get approval for community notices (notices that do not specifically pertain to PTA business); the article must be submitted by the PRES PTA President (Cathy) [president@pointersrunpta.org](mailto:president@pointersrunpta.org), or 1st VP (Michele) [1stVP@pointersrunpta.org](mailto:1stVP@pointersrunpta.org). In addition, community notices need to be approved by the school Principal or Vice Principal. Please give 24-48 hours for community notices to be approved.
10. We cannot guarantee that late submissions can be included in the newsletter. There is an executive approval process after the newsletter is created. If you anticipate a late submission, please contact [presptanewsletter@gmail.com](mailto:presptanewsletter@gmail.com) before the submission deadline to let us know to hold space.