

## **FLYER DISTRIBUTION GUIDELINES**

1. **Obtain Approval:** Please request approval to distribute flyers by Wednesdays at 3pm, a week prior to the date you would like your flyer distributed. This will allow time for approvals and printing. Attach your flyer to an email addressed to Flyers@lcepta.org and note if the flyer is intended for each student, each family or specific grades. The email will automatically be sent to the principal, the PTA president, VP of Communications and our flyer distribution chairs. Approval is needed from both the PTA president and the principal.

If your flyer is an item you are unable to attach to an email, complete the “Flyer Approval” Sheet (see page 2). Please remember to notify the flyer distribution chairs of your flyer or it will not be distributed.

2. **Make Copies:** Once you have obtained approval from both the PTA president and the principal, make copies using the risograph. Instructions on its use are posted on the wall. **DO NOT OUTSOURCE COPYING IF POSSIBLE.** Place your copies in the office by Tuesday at 3pm. The number of copies needed depends on the intended recipients.

LCE student body 675 (every student receives – no teacher copy)

LCE families 500 (youngest sibling receives – no teacher copy)

“Youngest Sibling by Teacher” lists and class rosters can be found in the distribution folder in the PTA credenza. These lists are helpful in the event the intended recipients are limited to specific grade levels, for example 1st and 2nd graders only.

3. **Divide your copies:** Separate your copies into counts of 20 (pyramid stacking is preferred).

**Please Remember: Flyers/Forms must be placed in the distribution work area by 3p.m. on Tuesday and stacked in groups of 20!**

Contact your PTA vice president or the VP of communications with any questions.

**FLYER APPROVAL (for items that cannot be emailed)**

Please complete & affix to flyer/form to be distributed

Date to be Distributed: \_\_\_\_\_

Flyer Approved by:

Principal  PTA President

Flyer Recipients:

LCE Families, 500 copies (youngest sibling only)

LCE Student Body, 675 copies (all students)

Yes, I have separated items into stacks of 20.

Yes, I have notified the flyer distribution chairs by email at [Flyers@lcepta.org](mailto:Flyers@lcepta.org).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_