



FLYER DISTRIBUTION GUIDELINES

(Last Updated: 09/2021)

Standard Process:

1. Obtain approval: Please request approval to upload flyers by attaching your flyer to an email addressed to flyers@lcepta.org. 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.

2. Peachjar upload: Once you have obtained approval from both the PTA President and the Principal, the Principal will upload the approved flyer to the Peachjar virtual flyer platform. Upload may happen on the same day, or take a few days, depending on the Principal's availability. Parents must opt-in to access Peachjar, but once they do they can view all approved flyers that they have access to.

Peachjar saves flyers as a JPG for ADA purposes, so the links in the flyer are not clickable by the viewer. It is recommended that a shortened URL is used (can be created at <http://bit.ly/>) or a QR code.

When a new flyer is uploaded, the parents who have opted-in will receive an email notification.

We are trying to limit the number of copies being made, but in the event that a hard copy of a flyer must be sent home, please follow the following procedure:

Hard Copies:

1. Obtain approval: Please request approval to distribute flyers by Wednesday at 3pm, a week prior to the date that 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 (will go to the youngest), 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.

2. Make copies: Once you have obtained approval from both the PTA President and the Principal, make copies. 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 - 644 (every student receives - no teacher copy)

LCE Families - 441 (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 that 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 3pm on Tuesday and stacked in groups of 20.