

FOUSE ELEMENTARY PTO

BEST PRACTICE – MAKING COPIES FOR MASS DISTRIBUTION



CREATING/FINALIZING FLIERS:

- Most fliers are created by the PTO Board.
- For those that are created by individual Committee Chairs, a draft is to be emailed to fousepto@gmail.com at least one week prior to printing date.
- Once the PTO Board has reviewed draft, submitted changes and the flier has been finalized, it is ready to be printed and taken to school to be mass copied.

MAKING COPIES FOR SCHOOL-WIDE DISTRIBUTION:

- Copies are to be made in black and white in the Copy Room at Fouse.
- To reduce waste, fliers are to be printed in specific quantities for each classroom.
 - Amy Emler (emlera@wcsoh.org) will be able to provide you with the most current student totals for each teacher/grade.
 - Amy will also be able to provide you with the specific volunteer log-in code to use for the copier.
- Feel free to print one extra copy for each class (for the teacher to keep and reference and/or give to a student who needs an extra copy later).
- Paperclip copies for each teacher and place a post-it note with their name on top of their fliers for easy identification and placement into their mailbox.
- Since many teachers send home fliers in their students' Friday folders, please ensure that fliers are placed in the teachers' mailboxes by end of day the Wednesday before. For instance, if you want the fliers to go home on Friday, October 3rd, please be sure they are in the teachers' mailboxes by Wednesday, October 1st.

If you need help making copies, please contact us at fousepto@gmail.com. We are happy to answer any questions and come in as needed to make any copies you would like us to help with. Thank you!