



## Mantua PTA Volunteers: How To Make Flyers for Tuesday Folders

Hard Deadline: Flyers must be placed in teacher mailboxes by Tuesday at 10am

- 1 Send your flyer via email or hard copy to Ann Marie DelValle ([ADelValle@fcps.edu](mailto:ADelValle@fcps.edu)) in Mantua ES's front office for admin approval.
- 2 Complete this form, <http://bit.ly/2fpJNWe>, if you want the details of your flyer to be included in the Alert News (the deadline for submissions is Friday by 6pm for the following week's newsletter) or in the calendar embedded in the News & Events section of our website, [MantuaPTA.org](http://MantuaPTA.org).
- 3 Send a PDF copy of your flyer to [paigerushing@gmail.com](mailto:paigerushing@gmail.com) if you want it to be posted on our website or if you want a downloadable copy to appear in the Alert News.
- 4 Buy colored paper at Staples. You will find the reimbursement form on PTA's website at <http://bit.ly/2u5hDVV>. You can use our tax exempt number, SE541504155F05132021, at Staples when making purchases.  
  
To minimize the number of copies you need to make, ask Mergie Kakouris in the front office for Mantua ES's "Oldest and Only" student list, which contains the name and classroom of the oldest child in each family. Make a copy of the list using the school copiers located in the upper pod or near the art room and give Mergie back her original.
- 5 Make copies once your flyer has been approved. Copies can be made any day of the week, but off hours are better because teachers always have priority. *Helpful Hint: let the copier do your counting... be sure to label top of flyer with teacher name and number count to make distribution easier!*
- 6 The upper pod copy room has a paper cutter if your flyers are half sheets.
- 7 Count out the needed number of copies for each teacher per the "Oldest & Only" list and place in the teacher mailboxes located in the front office. **Remember the Tuesday 10 a.m. deadline!**
- 8 Give one copy to Barbara Hinton in the front office for her files.

If you have any questions feel free to contact your respective VP:

Dawn (Programs) at [programs@mantuapta.org](mailto:programs@mantuapta.org) or

Terri Radziewski (Fundraising) at [fundraising@mantuapta.org](mailto:fundraising@mantuapta.org).