

# MWE PTA Communication Request

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

Committee position: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Please attach the information you wish to advertise and highlight in yellow the following sites in which you would like your event, activity or information to appear and send to Valerie Brennan at [brennantx@comcast.net](mailto:brennantx@comcast.net):

- Newsletter** (Published every Friday; deadline for submission is noon Tues.)
- Marquee**
- eBlast**
- Website**
- KMWE** (Submit a script at least 2 days in advance to Principal Snyder.)
- Publicity**

We strongly encourage you to save a tree and utilize all of these forms of communication; however, in many instances a printed flyer is necessary. To include a flyer in Friday folders, be sure to gain approval from Principal Snyder before copying. For approval, send your original to Shirley Labiosa (hand deliver or email to [shirley.labiosa@springbranchisd.com](mailto:shirley.labiosa@springbranchisd.com)).

Once approved (initialed), please make copies using the light blue PTA paper located in the PTA workroom. Put the correct number of copies for each classroom (+1 for the teacher) in each teacher's mailbox (located in the copy room) no later than Thursday afternoon. Be sure to include specials, specialists, life skills and administration.