CSS PTA Newsletter & Facebook Submission Form

Do you have something you want to tell the parents at CSS? If so, fill out this form, so we can get it in the news for you!

1. **What event/committee is this for?**

   _____

2. **What's your name?**

   _____

3. **What's your email?**

   _____

4. **Which Form of Communication do you want this to appear in? Check all that apply.**
   Check all that apply.

   ☐ Facebook (your information can be posted up to 3x/week)

   ☐ Facebook Calendar

   ☐ CSS PTA Newsletter (distributed once a month)

   ☐ App Push Notification (will send out max of 1-2x/week)

   ☐ Principal's Newsletter (your information will be submitted to the Principal for inclusion in her school wide news)

   ☐ Email to the teachers

   ☐ Email to the room parents

   ☐ Website (content only, be sure to email admin@csspta.com too)

   ☐ Webstore (if for store be sure to email admin@csspta.com too)

5. **When do you want your information posted?**
   Please provide specific dates or a date range.

   _____

6. **What do you want to say? Please be exact with details, include: Date, Time, Location, Website/Links. What you type is what will be cut and pasted to the chosen form of communication.**

   _____

   _____

   _____

   _____

   _____

7. **Did you get PTA President's approval on the above text or do I need to get approval on your behalf? ***

Mark only one oval.

○ Yes, it's all set to go!

○ No, can you please gather the necessary approvals?!

Thank you for completing your information! Last step is to email this form, along with any attachments (logos, graphics, etc) you may need, to communications@csspta.com. You will receive a note from the Communications Chair to confirm dates and information.