

Guidelines for PCE Electronic Communication

WEBSITE

Please take a few minutes to look through the PCE website. The address is www.pcepta.org. Many of you have a page that corresponds to your board position. See if there are changes we can make to improve the information on the page.

Most pages will be changed infrequently. Some will be changed several times in the year (example – the SCRIP page could highlight new vendors or processes each time a new form goes out)

Forms can be included in the website (look at membership, SCRIP and school supplies)

Pages can offer that an Email can be sent to a coordinator if more information is needed. The website refers to Email Ids that have been set up for each job. (example – to subscribe to Enews, the email goes to enews@pcepta.org, which is then automatically forwarded to Debby's home Email). A list of Ids is included at the end of this document.

ENEWS

Enews is sent out every Monday. An example of the format is included below. Please use this format when sending information for Enews.

- Simple header
- Date/time of event
- SHORT description
- Refer reader to the website or Email for further information if appropriate

Remember – this should be a BRIEF description – it can refer to more information on a form on the website or from an Email ID.

At this point, we are not including colorful graphics or fancy fonts in our Enews. We may get to the point of attaching PDF files along with the Enews but the body of the main section will remain simple and no-frills.

Please submit information by Friday for Monday's Enews. Wednesday is even better!

Sample Enews:

PRAIRIE CREEK ENews **August 25, 2008**

MEET THE TEACHER AND PTA MEETING

Thursday, September 4th at 6:30pm All parents are encouraged to come for an overview presentation from your child's teacher regarding plans and policies for this school year. Students do not attend this event.

VOLUNTEER OPPORTUNITIES

Looking for a way to get involved? Go to our Volunteer Page on the PTA website

<http://www.pcepta.org/volunteer.asp> – we're currently looking for parents to help in the office on Friday mornings for about an hour. Contact our volunteer coordinator at volunteer@pcepta.org for more information.