

CHILDREN AND COMPANY NEWSLETTER EDITOR

AVAILABILITY REQUIREMENT: Must be available to compile, edit and distribute the newsletter by the first school day of each month. Must have access to and familiarity with Microsoft Word. Copier access a helpful. The first newsletter should be ready for distribution at the beginning of the school year.

1. Responsible for gathering information and/or articles for the newsletter from the following people: President, Teachers, Class Chairs (field trips, parties), Fundraising Chair and Membership Coordinator. The Editor uses his/her judgment to determine what works best: emailing, calling each person monthly, or having them call him/her when they have news. The responsibility rests with the Editor.
2. It is helpful to set a regular deadline for newsletter submissions and email the entire school, including the Teachers, as to what that deadline is. When determining when that deadline should be, the Editor should allow for sufficient time to compile, format, proofread, and submit the final draft to the President for approval, prior to distributing the newsletter by the first school day of the month.

Determine what additional information or articles of interest should appear in the newsletter.

- a. Include important dates such as Board meetings, monthly cleans, school closings, article summaries, from the school calendar
 - b. Include student birthdays, recipes, quotes, etc.
 - c. Past newsletters are a big help for ideas and format for the first newsletters of the year (see job folder).
3. When soliciting newsletter submissions, include the name of your child and class, as well as your email address.
 4. Solicit members to advertise their in-home business in the newsletter, advising them that the price to advertise is \$5.00 per quarter page, which does not count towards their fundraising obligation. All potential advertising should be reviewed by the President prior to inclusion in the newsletter (the President may bring the potential advertising to the Board for approval).
 5. Compile and format the newsletter (preferably, the final version should be made into a .pdf file). Use the school logo; the previous Editor should provide the clip art, or it can be obtained from the President or Secretary. Sign up at gettyone.com for free artwork to use. Proofread all submissions and make any necessary editorial changes. Submit draft newsletter to President for final approval before distributing.
 6. Distribute the newsletter by the first school day of each month via e-mail. In order to save on copying costs, the Editor should survey the membership at the August General Meeting regarding whether anyone prefers to receive their newsletters via hard copy. For those who request a hard copy, those should be distributed via the folders at school. Send an electronic

copy (in Microsoft Word or .pdf format) to the Webmaster. Please note that files containing large, uncompressed pictures will be too large to upload to the website; consult with the Webmaster.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.

Rev. 01/2010 cs