
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, email, Internet and PDF files. The first newsletter should be ready for distribution at the beginning of the school year.

1. Responsible for gathering information and/or articles and the monthly calendar for the newsletter from the following people: President, Teachers, Class Chairs (field trips, parties), Fundraising Chair, Membership Coordinator, and Class Photographers. 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. Include the following statement in the newsletter: *“For Children & Co. internal use only. This newsletter may not be distributed externally or reproduced for external distribution in any form.”*

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. The Editor may need to give reminders a week prior to the deadline for submissions.

Monthly Calendar

- a) A monthly calendar must be included in each newsletter. Prepare calendar draft one month prior to beginning of new month. Label all calendar days and mark school events, board meetings, general meetings, days off, birthdays, due dates (see attached template.)
- b) Email draft to teachers by the 1st of the previous month, so the teachers can fill in their information. Be sure to inform the teachers when you need it back so that you have time to format the calendar into the newsletter. Review the revised copy from the teacher and make corrections if needed (spelling, grammar, etc.).
- c) Additions to the monthly calendar may include:
 - a. Birthday information obtained from the school directory. Talk to the class chair’s for birthday party information (birthday’s are noted by the day the parent does their co-oping).
 - b. Verify field trips, snow day make-up’s, school closings with the class chairs, president, or teachers as needed.
 - c. Monthly Themes which are given to you by teachers at the beginning of the school year.
 - d. Optional: Whimsical graphics related to activities occurring during the month.
- d) You will be pulling above information from various calendars:
 - a. Children & Company School Calendar
 - b. Co-Op Calendars (from 2’s, 3’s, 4’s Classes) – Obtain from Class Chairs



- c. You may also include Fundraiser due dates or special events throughout the year.

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. Send an electronic copy in PDF format to the Webmaster for uploading to the school's Google Drive.

7. Post a printed copy of the newsletter on the school's bulletin board in the hallway. Each month, take down the previous month's newsletter and replace it with the current month's newsletter. Also, print out 4 hard copies and place in each teacher's folder.

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.

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April 2008

	Tuesday	Wednesday	Thursday	Friday
	1 2's 4's Letter Ww cont.	2 3's - - 4's	3 2's 4's -My Ww book	4 Monthly Clean 3's - -
7 3's 4's Letter Gg Week	8 2's 4's	9 3's 4's	10 2's 4's	11 SCHEDULED SNOW DAY NO SCHOOL (unless make-up needed)
14 3's 4's Letter FF Week	15 2's 4's	16 3's 4's	17 2's 4's	18
21 Fire Drills Week 3's 4's Letter Review Wk	22 2's 4's	23 3's 4's	24 TEACHER IN SERVICE DAY SCHOOL CLOSED	25 3's
28 3's 4's Letter Nn Week	29 2's 4's	30 3's 4's Natalie Currie's B-day!		January Themes -