

Procedure for Advertising PTO Events

PTO BLOG:

- Have your flyers and forms approved by the PTO President for your committee.
- Once approved, submit your flyer, form, statement, thank-you, etc. to be included in the PTO Blog to Corresponding Secretary **Cori Carroll** (aucoin09@aol.com).
- The BLOG newsletter is published on the first Friday of the Month. **All submissions are due no later than end of day on the Friday before publication. * note that this is one week prior to when you want it run for that month. ***
- PTO Corresponding Secretary will forward everything to the District Office. Please do not send any items directly to District.
- Forms, save the dates, informational flyers, thank you's, etc. will be incorporated into the PTO Blog as a "link".

Facebook/Instagram post:

- Please contact kildeerpto@gmail.com with all the information you wish to promote.

Other options to promote a PTO Event:

- Forms will also be posted in the Virtual Backpack if you request them to be.
- Provide stickers/labels to the students (must be approved by PTO President)
 - One sheet per classroom
 - Drop off the stickers in the front office for distribution
- Display signage around school
- Contact **Amanda O'Kearns** (aokerns@kcsd96.org) and **Tracey Wright** (twright@kcsd96.org), to advertise an event on the cafeteria TV monitors.
- Contact Mrs. Norman (Inorman@kcsd96.org) for any events that Student Council can help "communicate" via class room visits.