

HOW TO GET PUBLISHED AT SYCAMORE

Shark Bites - Shark Bites are published every Wednesday by the Office Staff.

1. Write a “bite”. It should be one or two sentences about a current event. Short, snappy and to the point.
2. Submit the bite to the PTA president for approval (be sure to submit it to her by the Tuesday at noon deadline).
3. The PTA president will approve and forward to Mary in the office.
4. Mary will submit the Shark Bites to the principal for approval.

If corrections or changes are needed, you will be contacted.

Constant Contact Emails - We have a system available to email all Sycamore Families. To send an email using this system, please email your VP and CC the PTA President for approval. Once approved, the email will be forwarded to the EVP to send out to the school community.

Parents of Sycamore Valley Facebook page - this tool has proven to be valuable in posting short comments about upcoming events, reminders of deadlines, thank yous to volunteers, etc. Please email the EVP and your VP to provide information that you would like posted.

PTA page of Sycamore Valley website - The PTA page has a wealth of information so all PTA members or parents may go to one place to find out information about upcoming events, contact information for PTA Exec Board members or Committee Chairpersons, Cash Verification or Request for Reimbursement/Check forms, etc. If you would like to have information included on the PTA page, please email the EVP and your VP with the request, details of how long it should be on the page, attached documents that you would like to be accessible from the page and any other links for other web pages relating to PTA, Parent Education, Legislation/Advocacy, etc.

Room Parent Email - Emails sent through the Room Parents are limited only to classroom or grade specific events. To send an email through the room parents, you must first send the email to your VP and PTA President for approval. After approval from the PTA President and VP, the PTA President will obtain principal approval and then forward to the Room Parent Coordinator to send on.

PLEASE ALLOW TIME FOR ALL APPROVALS - IF YOU WAIT UNTIL THE LAST MINUTE, THE PUBLICITY MAY NOT GO OUT IN TIME!!!!