



MILL CREEK ELEMENTARY
PTA
PARENT TEACHER ASSOCIATION
CHAPTER 7-3-37

PTA Copy & Distribution Form

Instructions:

1. Submit materials to be copied and distributed by hard copy with this form attached.
2. **First submit to PTA Presidents** for approval; leave in the PTA inbox in the office
3. Once approved by the PTA President **we will forward to the Principal**, Brenda Fuglevand for approval
4. Once approved by the principal, she will return it to the PTA inbox and the PTA Presidents will put the forms in your committee's folder in the PTA room.
5. **PTA Committee chairs / board members are responsible for making their own copies** and putting them into kid mail envelopes or teacher mailboxes.

All kid mail needs to be submitted to the PTA President by Wednesday the week prior to mail date and to the principal by Thursday.

Today's Date: _____ Committee: _____

Your Name & Phone #: _____

Approved By: (2 signatures required – one from the school principal AND one from the PTA President)

JonaRose Feinberg: _____

Nicole McKnight: _____

Brenda Fuglevand: _____

Date You Want Materials Sent Kid mail (Circle Choice): Next Kidmail Tuesday Specific Day & Date: _____

Number of Originals: _____ (Copies will be double-sided, unless requested otherwise) Half Page Flier

Number of Copies Required (Circle Choices): One Per Family One Per Student Other: _____

PAPER (Circle Choice): White Color: _____ (specify if you have a preference) Other: _____

STAPLING (Circle Choice): None Corner 2 Side Staples (booklet) Other: _____

FOLDING (Circle Choice): None 1/2 Fold Letter Fold Other: _____

ANY SPECIAL INSTRUCTIONS: