

Beattie Elementary PTO Communication Request Form



Procedure:

1. Complete one form per event.
2. Place the completed form in the PTO drawer in the Beattie Office.
3. Email beattieptocomms@gmail.com and beattiebobcatspto@gmail.com to notify the form has been completed and dropped off.
4. **OR** email an electronic version of required information to email addresses above.

*Allow a minimum of **14 days** prior to first communication*

Date of Submitted:	Date Needed By:
Requester's Name:	Requester's Contact Information:
Committee/Event:	Committee Lead:

Communication Methods Required

Method	Date to Distribute	Message
Parent Email		
Text Message <i>(Less than 160 characters preferred)</i>		
Facebook Post #1		
Facebook Post #2		
Facebook Post #3		
Facebook Post #4		
Monthly PTO Newsletter		
Flyers in Friday Folder <i>(include your draft flyer)</i>		
PTO Website		
Beattie Buzz <i>(will be shared and approved by principal)</i>		

Additional Comments:

Requester's Signature: _____

For Communication Team Use Only:

Date Reviewed: _____ Approved: Yes No

Notes:

Communication Team Signature: