

Terraset Elementary PTO Event & Activity Promotions

Via Digital Communication – Preferred!

Most promotion of PTO activities should be through email, social media, our website, and if appropriate in-school posters/flyers (displayed with prior permission of the school administration).

1. Complete online form to provide Communications Chair detailed information about your activity/event. The form requires your PTO member login and is at:
<https://www.terrasetpto.org/tiger/newsrequest>
2. If you have a flyer from a vendor/partner that must be shared with parents as part of your activity, email it to
communications@terrasetpto.org
3. The Communications Chair and Webmaster will create email, social media and website posts using your information.
4. All Terraset families and staff who have opted to receive PTO email will receive emails about your activity.

When creating flyers to be shared (digitally and/or via paper) please remember they must have the following minimum information:

- Clearly state any order/sign-up deadlines.
- The PTO website must be present
- The official PTO Logo must be present unless it is not possible to include for some reason.
- We strongly prefer using an @terrasetpto.org email address if one is provided. If you don't know what to use, contact the President or Communications Chair for assistance!

Via Tuesday Folders

The PTO will send a single flyer home via Tuesday folders once a month to promote the PTO and highlight upcoming activities.

If your program/activity must send a dedicated flyer or form home with students in paper format, please follow these steps:

1. At least 2 weeks prior to the “send home” date of the Tuesday folder, send your flyer/form to
President@terrasetpto.org for approval.
2. If the flyer is approved by the President and school, you will be notified it can be distributed.
3. On Thursday or before Noon on Friday before the Tuesday Folder date, make copies using the RISSO copier in the Parent Volunteer room in the office.
4. Using the class list near the copier or provided by office staff, copy sufficient quantities for each classroom & place in teacher mail boxes (in the office).

Please remember you must use the paper from the PTO cabinet in the Parent Volunteer room.

Specific directions for physical Tuesday folders are here:

<http://files.terrasetpto.org/forms/Tuesday+Folders.pdf>