

DPM APT Communication Procedures 2017-2018

The following guidelines describe procedures for communicating an APT event or information to the Deerpath Middle School parent community.

DPM APT events and information

When your committee has information to share in the DPM Friday Flyer, calendar or DPM website, please email your information to laurawhisler@hotmail.com.

Friday Flyer messages

Include "APT" or "APT sponsored" in the title

Need to be short - less than 3 lines.

Links may be included

Must be emailed to me by **12 noon of Wednesday** to be included in that week's Friday Flyer

Each message will only be included that week's Friday Flyer. If the message is to run for multiple weeks, it will need to be emailed to me each week it is to run **before** Wednesday at noon.

DPM APT website messages

Include "APT" or "APT sponsored" in the title

Short

Links may be included

APT event dates should be emailed to me as soon as the event is confirmed to be included on the school's online calendar.

DPM Sandwich Boards

If your committee would like to use the sandwich boards for an event APT or Spirit of 67 event, email me a copy of the poster, events dates (5 day use max) and your committee contact person responsible for delivering the poster. I will review the poster with the principal for approval and schedule with the District.

Photography

Send me any photos of APT events for inclusion on our website as well as for distribution with the District office.

Non-APT or APT sponsored events (i.e. CROYA)

Contact Janice Patterson (jpatterson@lfschools.net) at the District Communication department for any community events.

District wide APT events (DPM, Sheridan, Cherokee, Everett)

APT information to be distributed district-wide to the elementary schools as well goes through the APT Executive Communications Board member, Marty Vander Velde. Contact Marty at martyvandervelde@gmail.com for any district wide APT announcement or use of district-wide sandwich boards.

Please contact me with any questions.

Laurie Whisler

DPM APT Vice President/Communications
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