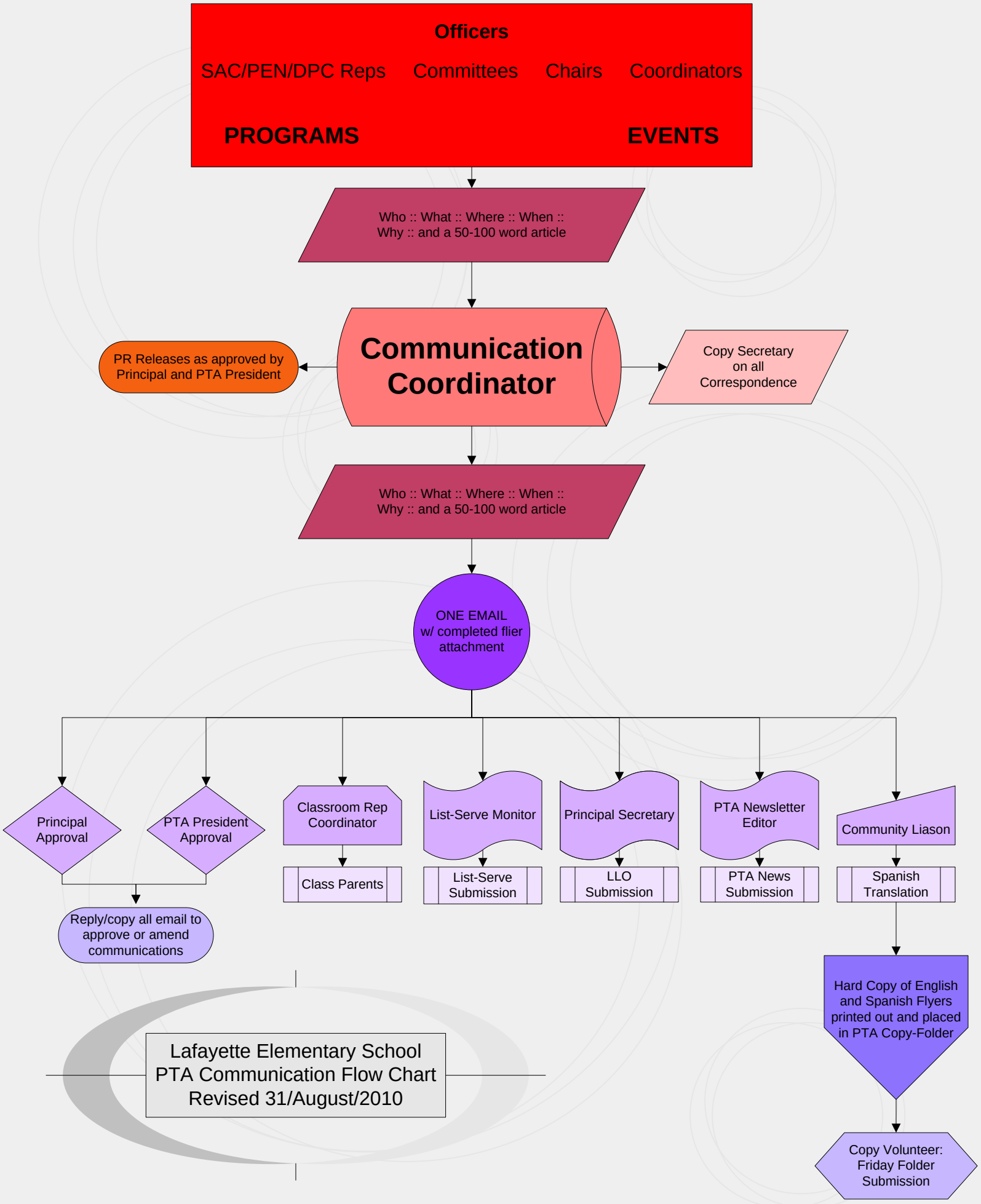
Officers
SAC/PEN/DPC Reps
Committees
Chairs
Coordinators
PROGRAMS
EVENTS
Who :: What :: Where :: When ::
Why :: and a 50-100 word article
Communication Coordinator
PR Releases as approved by Principal and PTA President
Copy Secretary on all Correspondence
Who :: What :: Where :: When ::
Why :: and a 50-100 word article
ONE EMAIL w/ completed flier attachment
Principal Approval
PTA President Approval
Reply/copy all email to approve or amend communications
Classroom Rep Coordinator
Class Parents
List-Serve Monitor
List-Serve Submission
Principal Secretary
LLO Submission
PTA Newsletter Editor
PTA News Submission
Community Liason
Spanish Translation
Hard Copy of English and Spanish Flyers printed out and placed in PTA Copy-Folder
Copy Volunteer: Friday Folder Submission
Lafayette Elementary School
PTA Communication Flow Chart
Revised 31/August/2010