

## **L-H Communication Procedure**

Welcome & thank you for volunteering this upcoming year at Lincoln-Hubbard Elementary School. As Chair person/s of L-H activities, we ask that you ensure parents/kids are aware of this communication procedure throughout the year, which will also be available on the [Lion LINK](#). Below outlines LH PTO communication option, steps and timelines.

### **COMMUNICATION OPTIONS:**

**1. WEBSITE** ([www.thelionlink.com](http://www.thelionlink.com)) is the **MAIN** area for **ALL** communication from the LH PTO. We want to direct all communication(s) here!

**2. EMAIL BLAST** (Lion Link Weekly Email Blast Update) will be sent out on Sunday afternoons outlining just the upcoming week's events and guiding parents to the website for details.

### **COMMUNICATION STEPS:**

**3. FLYERS** If you have a flyer promoting your event, please provide a pdf/jpeg/png file and ensure that the naming convention is either "File Name YYYYMMDD.pdf" or "File Name YYYYMMDD.jpeg" or "File Name YYYYMMDD.png". The file(s) can be sent to [rexybianco@gmail.com](mailto:rexybianco@gmail.com), (Assistant Webmaster) or [sonia.khu@hotmail.fr](mailto:sonia.khu@hotmail.fr) (Assistant Webmaster) and [barbara@barbaralsalisbury.com](mailto:barbara@barbaralsalisbury.com) (VP of Communications). The file will be included in the weekly blasts and website (posted either on the Home Page and/or appropriate menu page).

**4. TIMELINE Due by 10:00 am on Wednesday** of each week – email all information that you wish to be included and preference of communication i.e., on both the Website and/or in the Weekly Eblast.

**5. FLYER DISTRIBUTION** -No longer available as we continue to become eco-friendly!

**6 SINGLE EBLASTS (OUTSIDE OF ITEM #4)** – Our goal is to minimize the number of emails going to parents from L-H school. At times you may need to send a communication to all parents that does not fall into our timeline – and will need to use this option. These requests need to be approved by the PTO President on a per request basis.

7. If their event includes any kind of sales (tickets, participation fees, t-shirts, books), please contact [Susan.Daniel9@gmail.com](mailto:Susan.Daniel9@gmail.com) (Lead Membership Tool Kit) for details to use the online PTO Store @ [https://thelionlink.membershiptoolkit.com/open\\_forms](https://thelionlink.membershiptoolkit.com/open_forms).

**WE LOOK FORWARD TO WORKING WITH YOU THIS YEAR!**

**Laura Buccola - PTO President**