

## **To all L-H Volunteers:**

Thank you for volunteering this upcoming year at Lincoln-Hubbard Elementary School. As Chair person/s of L-H activities, it will be important to communicate to the parents/kids throughout the year. Below is an outline of the LH PTO communication options and how you can properly use the tools to communicate your message.

### **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 here!
- 2. EMAIL BLAST** (Lion Link Weekly Update) will be sent out on Sunday afternoons (3:00pm) outlining just the upcoming week's events and guiding parents to the website for details.
- 3. FLYERS** – If you have a flyer promoting your event, please provide a pdf or jpeg file of the flyer to both Remy and Barbara. This file will be included in the weekly blasts and website (posted either on the Home Page and/or appropriate menu page).
- 4. SINGLE EBLASTS** – 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.

### **COMMUNICATION STEPS:**

**WHEN:** Due by 10:00 pm on Thursday of each week – email all information that you want to be included on both the Website and/or in the Weekly Eblast. Include any flyers or forms in pdf or jpeg format (if applicable).

**WHERE:** Email the information to: Remy Bianco ([remybianco@gmail.com](mailto:remybianco@gmail.com)) AND Barbara Quesada ([barbara.s.quesada@gmail.com](mailto:barbara.s.quesada@gmail.com))

**WHAT:** The information will be included in the Lion Link Weekly Update, which will be blasted out to all parents each SUNDAY afternoon – the Website will be updated at the same time.

**THANK YOU AND WE LOOK FORWARD TO WORKING WITH YOU THIS YEAR!** Barbara Quesada – Communications Remy Bianco – Webmaster