

To all L-H Volunteers:

First, **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) 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 Delia and Joanne. This file will be included in the weekly blasts and website (posted either on the Home page and/or Document/Forms page).

If your event requires the distribution of flyers in backpacks, it is your responsibility to photocopy and distribute flyers to the classrooms. Please speak to Mrs. Travers (School Secretary) for assistance.

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.

** If you are charging for tickets, etc., consider using the “LH Store” on the website to automate the process.

COMMUNICATION STEPS:

- **WHEN:** Due by 10:00 am on Wednesday 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:
 - Delia Hamlet (deliaweblincoln@gmail.com) **AND**
 - Joanne Paris (lincolnhubbardpto@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!

Delia Hamlet – Webmaster
Joanne Paris – Communications