

EVERGREEN SCHOOL PTA

RE: Approvals on Evergreen Flyers/Memos

To Parents on Evergreen PTA Committees:

All Evergreen Flyers/Memos distributed to Evergreen students/parents must have prior approval by Michele Blanck, PTA President and Colleen Haubert, Principal. Please have all flyers/memos contain the name of the PTA committee, committee chairperson names and phone numbers.

How to receive your "memo approval":

- 1) Attach the "**Approval for Memos Form**" on the reverse side to your Flyer/Memo to be approved (note: Approval for Memos Form can be found on the Evergreen Website under "PTA"),
- 2) Drop off your Flyer/Memo with the Approval Memo Form to be signed in the office so it can be reviewed by Michele Blanck & Colleen Haubert, **or** E-mail Flyer/Memo to Michele Blanck & Colleen Haubert for approval.

Once you have your "memo approval":

- 1) Make 300 copies of your Flyer/Memo.
- 2) Drop off your 300 copies of you Flyer/Memo and attach your Approval Memo Form with the signatures of Michele Blanck & Colleen Haubert, **or** Drop off your 300 copies of you Flyer/Memo and attach a copy of the e-mail stating your memo has been ok'd by Michele Blanck & Colleen Haubert,
- 3) Leave Flyer/Memo with Jane Mulvey or drop on the table in the room to the right of Jane Mulvey's desk.

NOTE:

The "Memo Folder" goes home on Wednesdays in the backpacks. The folders are stuffed on Tuesdays. So your Flyer/Memo must be in the office by Tuesday to make it into the Memo Folder & come home on Wednesday.

Thank you for your cooperation.

Michele Blanck

Evergreen PTA President (2004-2005)

phone: 322-5937

e-mail: jblanckm@comcast.net

(See Reverse Side)

**Evergreen PTA
Approval For Memos Form**

TO: Michele Blanck
Colleen Haubert

FROM: _____
Your Name & Phone Number

COMMITTEE: _____

DATE: _____

Please review the attached memo for distribution to the Evergreen families.

Thank you.

X

Approval of Michele Blanck

X

Approval of Colleen Haubert

(See Reverse Side)