

Communicating Using Parent Organizer Wilder Elementary

If you need to request help with coordinating an event, or help a teacher find volunteers for a field trip, or inform the community about PTSA committee activities you can now communicate with other Wilder parents via Parent Organizer. This communication tool will help keep Wilder parents informed of volunteer opportunities, important school dates and school related information. We have setup guidelines to help you get your requests and information out to the community on Parent Organizer.

The Parent Organizer posting parents request that you print and keep this notice for future reference.

If you have any questions/comments/concerns, please email Cara Torrey at cara_torrey@hotmail.com .

There are parents taking care of posting your information to Parent Organizer. Follow these steps to request a posting on Parent Organizer:

1. Fill out the Parent Organizer submission form found at <http://www.lwsd.org/school/wilder/PTSA/Pages/ParentOrganizer.aspx> .
2. Please email the completed form to **WilderPTSA@hotmail.com**

Guidelines for Parent Organizer Submissions

This section will give you some guidelines on effective and timely announcements using Parent Organizer.

- Email the actual wording of your event/announcement, as if you are addressing Wilder parents directly.
- You can include your information in a Word document attachment. This is a good alternative if you want font and style information to appear in your announcement. No pictures can be included.
- When composing your email, remember the **5 W's: Who, What, When, Where, Why**
- Put the title you want for the event/announcement in the subject line. This is what the parents see in the emails. Make it "eye catching" and address the parents whose attention you want: i.e. "5th grade parents needed to drive for History Day".
- Indicate who the contact person will be (usually it will be you!)
- Email WilderPTSA@hotmail.com again as soon as you've gotten the response you were looking for so that the announcement can be pulled.
- Notify the posting parents if there isn't enough response and the message needs to resubmitted into the daily emails or indicate in your original email how often it should appear. To make sure that parents don't stop reading daily emails, a message will be reposted a maximum of 5 times. A reposted message will also have "REPOST:" appear at the front of title to ensure that parents are aware of new versus old postings.
- **Send Event notifications at least 3 weeks ahead if at all possible.**
- **Send your volunteer request 3-4 weeks ahead, if at all possible**
- The committee will check this email account daily, however all posts (with the exception of volunteer requests) must be authorized by the PTSA President or VP Communications. The committee will take care of getting this authorization so don't expect to see your post in the daily emails for 2-3 days after you email the request.

Version	Date	Who	Issue
v.01	11/08/2004	BAS	Original Draft – Based on Version from Explorer School
v.02	11/14/2004	BAS	Removed admin, forms, and report information
v.03	08/08/06	BAS	Updated for new policies and submission form.
v.04	08/12/07	JJPA	Updated for new policies and submission form.

