

PLEASE PLACE ALL TUESDAY FOLDER PTO FLYERS ON THIS SHELF THE FRIDAY BEFORE YOU NEED THEM TO BE DISTRIBUTED. BE SURE TO INCLUDE A POST-IT INDICATING THE DISTRIBUTION DATE!

-Please make 425 copies for the youngest child's folder.

-Please make additional 60 copies if you need the flyers distributed to the teachers.

-Please email parkwayfolders@gmail.com with the name of the flyer, the distribution date, and whether or not the flyer will also be distributed to the teachers.

- Please be sure to send a **pdf** copy of the flyer to karalynnlogan@gmail.com for the Parkway Press.

-Please be sure your flyer is on the PTO shelf by 3:25 on the Friday before your flyer's distribution date. It is **your responsibility** to verify that your flyer is here! We start collating flyers and filling folders at 9:00 am Monday morning each distribution week. For weeks when there is no school on a Monday, folders will be stuffed the previous Friday.

THANK YOU!

Alane Coppinger & Maria Southard