

Alane Coppinger and Maria Southard will be overseeing Tuesday folders again this year. Here is the procedure for submitting flyers for distribution via Tuesday folders.

1. **Tuesday folders are for those flyers that need to be sent home to the youngest Parkway child in each family.** If you need the flyers to be sent home to **ALL** the children in the school then you need to ask the teachers to send the flyers home.
2. Once your flyer has been approved by Christine Serenbetz or Danielle Doyle, you need to go into the main office to request a form to get your flyer copied. **It is best to allow at least 3 weeks.** Currently, we are asking all committees for 425 copies for flyers going to the youngest Parkway student in each family. This number will change. We'll send an email in late September/early October once we have determined how many are actually needed for the youngest child only.
3. If the flyer also needs to be placed into the faculty and staff mailboxes, then please increase this count by 60. **When your flyer needs to go to faculty and staff, be sure to let us know!** We won't know from the number of copies alone.
4. **Please notify us as soon as possible at parkwayfolders@gmail.com with the name of the flyer, and the date it is to be distributed. This can be weeks or even months in advance. If the flyer hasn't been approved yet, let us know that, too.** We need to know how many flyers will be going out each week so we can be sure to have enough stuffers. Please indicate if the flyer also needs to go to faculty and staff.
5. It will be the committee chair's responsibility to see that their flyers are on the Tuesday folder shelf located in the PTO closet (the instructional music room). Please make sure that your flyer is on the shelf by **FRIDAY** for stuffing the following Monday.
6. **Include a Post-It indicating the distribution date.**
7. The Tuesday folder shelf is labeled "Current Weeks" and "Future Weeks". Please place your flyers in the appropriate section.
8. Please be sure to send a **pdf** copy of the flyer to karalynnlogan@gmail.com for the Parkway Press.
9. **We will not be stuffing Tuesday folders every week this year.** Please be sure to check the schedule and plan ahead!

Thank you in advance for seeing that your flyers make it to the Tuesday folder shelf on time. If you are not able to get to Parkway to check for your flyers, please let us know in advance so we can allow extra time to look for them!