

Ronald Reagan High School PTA
2010-2011 Newsletter Guidelines
As of July 25, 2010

Newsletter Dates

Please check the dates listed on the PTA web site to coordinate publishing your information:
<http://www.ronaldreaganpta.org/newsletters.html>

Guidelines for Articles

The goal of our PTA newsletter is to communicate concise, pertinent PTA and school information to the Ronald Reagan High School community. We only accept articles for publication from PTA board members, Reagan faculty, staff, and administration and recognized school clubs and organizations. We do not accept articles from private individuals, clubs or organizations not affiliated with the school or the RRHS PTA. We do not accept advertisements.

To write a newsletter article that people will read, we recommend keeping it brief (two or three paragraphs). The title of your article should grab the attention of the reader. Be creative, but use a subject and a verb. The text of your article should contain who, what, when, where, why, or how; written in an appropriate tone (high school).

We will check spelling, grammar, and punctuation. You do not have to worry about formatting, we use a standard style. Your job is to make sure your article contains accurate information (i.e. people, places, dates, times, etc.). If you are considering using copyrighted work, we must have written permission from the owner to use it.

We publish a calendar of major PTA and school events (typically, on the last pages of the newsletter). To have your event approved for publication, please send the date, time, location and short event description to Ms. Beth Cholerton, PTA President (bethchol@swbell.net for PTA events) or to Mr. John Hill, Assistant Principal (jhill2@neisd.net for school events).

Newsletter distribution is accomplished electronically. You will be notified by email when the latest version of the newsletter is posted on the web site:

<http://www.ronaldreaganpta.org/newsletters.html>

Please e-mail your article (in Microsoft Word format or as body text in an email message) to:
rattler-news@earthlink.net

If you want to send photographs or other artwork, please send high quality .jpg files attached to your message. Please include a caption for each photo. Note regarding permission to use photographs - if students are in the photographs (individual or group pictures) you must obtain the parent or guardian's permission for each student in order for us to publish the photograph.

We will send a reply (usually in the evening) to confirm we've received your article. If you have not heard from us, chances are we did not receive your article. Please resend it, or give us a call at 497-3284.

Thank you, Annie & Raul Santiago