

# Backpack Express Flyer & McKenzie PTA Website Submission Form

## Instructions for PTA Volunteers

- 1) Create all flyers in a Microsoft Word or a PDF file.
- 2) Complete this approval form electronically and submit to Principal, Dr. Denise Welter, at [welterd@wilmette39.org](mailto:welterd@wilmette39.org). Electronically attach your flyer AND this submission form to your e-mail. Our principal, Denise Welter, will e-mail you when your flyer has administrative approval.
- 3) When approved, your flyer will automatically be placed in the McKenzie PTA Flyer Archive located on the McKenzie PTA Website ([www.mckenziepta.com](http://www.mckenziepta.com)) at approximately the same time the paper version goes home in the backpack. It will also be placed under your Committee heading.
- 4) When your distribution is approved, it will be forwarded to the office staff for copying. They will make hard copies. The Red Dot system (one flyer per family) will automatically be used unless specifically requested below.
- 5) If you prefer, or if you have a tight deadline, you should make the copies yourself at school.
- 6) The PTA is charged 2.5 cents paper copy when school paper is used. Color paper is more expensive.

**Name:**

**Phone:**

**Email:**

**Committee:**

**Distribute to:**

- ☐ Staff
- ☐ Red Dot system (one flier per family)
- ☐ One flier per child
- ☐ I will make my own copies. E-mail me when documents have been approved.
- ☐ Have office staff make copies. If possible, put in mailboxes by date:

**Copy instructions:**

☐ 1-sided

☐ 2-sided

☐ Stapled

☐ Paper Color (if available):

**Website instructions:**

Please note, events are limited to one paper flyer per event. Major McKenzie fundraisers such as Fall Frenzy and the Variety Show are eligible for two flyers (or one full flyer and two half sheets).