



Beye School PTO

BEYE SCHOOL – 230 N. CUYLER – OAK PARK, IL 60302

How to... Communicate within the Beye School Community

Please **SAVE** this for future reference and **SHARE** this information with **all of your committees** or anyone else you think might find this info helpful. The following are the primary means of communication for Beye School PTO and our various activities and programs/projects. We outline key contacts and deadlines for inclusion in each media.

BeyeBytes

- Will be sent every Tuesday.
- Deadline for inclusion is every **Monday at 5:00 PM**.
- Articles should be sent to Byron Lanning at lanningbj@gmail.com or 708-870-6313.
- In addition, if there is an extremely “hot issue” (i.e., not because you missed the deadline), we will send out the BeyeBytes as needed. Those will be evaluated by the BeyeBytes coordinator.

Thursday Packet

- Will be sent digitally and in hard-copy form every Thursday
- Hard copies need to be in the Thursday packet cabinet (in school office outside Mr. E's office) by **3:00 PM every Tuesday**. Laura Corbett is the coordinator, and can be reached at lc445@sbcglobal.net or 445-9311. Laura can let you know how many copies need to be made. You are responsible for providing the correct number of copies and placing them in the Thursday Packet cabinet.
- **Currently (as of 9/1/10), 50 copies should be provided. This quantity will probably change. We will keep you updated.**
- Digital version needs to be submitted in pdf format for inclusion by **12:00 PM every Wednesday** to Michelle Brandt at michelle@ibrandt.com or 524-1769.

Beyestander

- All articles should be submitted to editor, Cathy Cerniglia at cgcernig@comcast.net or 386-1027.
- Remember to think ahead! We need to submit a few weeks before the published date. Look at the dates closely to ensure that you are promoting your program/activity in a timely manner.
- Deadlines for inclusion are as follows:
 - September – 9/1 for 9/16 distribution

- October –9/29 for 10/14 distribution
- November – 10/27 for 11/11 distribution
- December – 12/1 for 12/16 distribution
- January – 12/15 for 1/13 distribution
- February – 1/26 for 2/10 distribution
- March – 2/23 for 3/10 distribution
- April – 3/23 for 4/14 distribution
- May – 4/27 for 5/12 distribution

Room Parents

- We have used the room parents (aka parent coordinators) as a means for communication distribution in the past. We hope that this will be less of a need if we use BeyeBytes weekly and as needed properly. However, if you are lacking volunteers at the last-minute, or really need to sell something sooner than the next BeyeBytes or Thursday Packet, etc., you can use the Room Parent connection.
- Submissions should be sent to Michelle Brandt at michelle@ibrandt.com or 524-1769 who maintains the room parent distribution list and will handle the message distribution.

PTO Website

- If you want to add something to the PTO website (<http://beyeschoolpto.org/website/>), please contact Byron Lanning at lanningbj@gmail.com or 358-0180.

Beye School/District 97 website

- If you want to add something to the Beye School website (<http://www.op97.org/beye/index.html>), please contact Andy Kaczkowski at drewski2@sbcglobal.net or 524-2719.

Public Relations

- If you have something you want to promote to the media (i.e. Wednesday Journal or Oak Leaves) or have an interesting story/program of interest to the community, please contact our publicity contact, Carol Trisko at cat@sent.com or 660-0922.

Posters

- If you need posters to promote your event/activity, please contact Marcia LaPorte at laportemarcia@hotmail.com or 848-2038.
- You should provide key points of information.
- Allow 1 week lead time at least 2-3 weeks before your event.
- Standard poster size is 8 ½” x 11”. If you require larger sizes, Marcia will assist in the design, but please plan to have it printed at a print shop.

Thanks for volunteering your time and using our channels of communication to reach the Beye School community.

Please let us know if you have any questions or comments.

Michelle Brandt & Jenna Russell
Co-VPs, Communications