

Communications Guidelines

Our goal as a communication committee is to assist you in getting your message out to our community. In order to do this in an effective and efficient way, please read through our communication guidelines and the steps you will need to take to ensure the timely release of your message through all of our communication portals.

Opportunities to communicate:

1. Tuesday homework folders.
 - a. In order to keep the amount of times we ask faculty to include information in homework folders, we are asking that you limit sending anything home via homework folders to only Tuesday. We have communicated this with the teachers and feel that by adhering to a consistent schedule, our families will become accustomed to receiving important PSO information on this day.
 - b. If you are unable to distribute these into teacher boxes yourself, you will need to provide the correct number of copies, broken down by section, no later than 3P on Monday. Please leave them with Anita at the front desk and email communications@anppso.org that they are ready. This will ensure we can distribute into the teacher's boxes either that evening or first thing on Tuesday morning.
2. Website
 - a. Updates to the www.anppso.org will be made every Tuesday. Submissions must be made by 12 Noon the Friday prior and must be complete and camera ready. Please include finalized text and any photos, links, artwork necessary. JPEG, PDF or EPS file format is preferred for artwork and text can be submitted in Word format.
3. ANP PSO App
 - a. Updates to the ANP PSO app will be made every Tuesday. Submissions must be made by 12 Noon the Friday prior and must be complete and camera ready. Please include finalized text and any photos, links or artwork necessary. JPEG, PDF or EPS file format is preferred for artwork and text can be submitted in Word format.
4. FaceBook
 - a. Updates will be made as soon as possible. Time sensitive information should be submitted at least two days prior, as we will be spacing out our FaceBook posts as to not inundate our followers.
5. E-Newsletter
 - a. The PSO Monthly E-Newsletter will be sent out the last Friday of each month. Items for inclusion in the newsletter need to be submitted to Communications no later than the Monday prior. Please include finalized text and any pertinent photos, artwork or links. JPEG or PDF are the preferred file formats and text can be submitted in Word format.
6. ANP Weekly Newsletter
 - a. When appropriate, we will include information in the PSO section of the ANP weekly newsletter. Please send your information in by 12 Noon the Monday before so all of the PSO information can be compiled and provided to the school at once. Please do not email information to Ms. Loizou directly.

Would you like assistance crafting your message?

If you require any assistance in crafting or creating your message (content or layout), please add an additional 3 days of lead-time to facilitate your request.

We will work within our existing Communications Calendar to include your message via all of our distribution avenues when possible, but if you have a specific request, please let us know.

Type of information to submit:

We need to know the particulars for each item - who, what, when, where, why and if needed, associated costs.

What types of things should you be submitting?

1. Reminders for Lunch program
2. Promoting rebate programs
3. Promoting social events (parent mixers, restaurant nights, movie nights)
4. Grade level events (K Olympics, Westward Expansion, Renaissance Day, etc.).
5. Calls for volunteers
6. Upcoming Fundraisers
7. Upcoming Promotions (yearbook sales, Spirit Wear, Uniform Sales, etc).
8. Festivals
9. Playdate opportunities
10. Childcare requests or opportunities
11. Anything that pertains to our North Phoenix Community.

If you are not sure if it is a fit, contact us and we will help guide you.

What you should not submit -

1. Individual classroom events or information. Anything that is pertaining to only one specific classroom should not be submitted to Communications but should be sent to the classroom parents by the Homeroom Parent.
2. Carpooling requests (USE THE APP or links on www.anppso.org/carpool)

How to submit -

Send your information to communications@anppso.org. If we have any questions, we will get in touch with you for clarification prior to posting or distributing. If you have any special requests, please let us know and we will do our best to accommodate.

Thank you and we look forward to a great year!

Emily Lawson
Communications Co-Chair
communications@anppso.org
(602) 751-9243

Carole Osborne
Communications Co-Chair
communications@anppso.org
(602) 524-3649