

The following guidelines describe procedures for communicating an APT event or information to the Deer Path Middle School parent community. The procedures help to ensure we accurately communicate APT messages and events and streamline the process for our school principals and office staff.

DPM APT events and information

When your committee has information to share in the DPM Friday e-newsletter (Friday Flyer), calendar (meeting or event dates) or DPM website, please email your information to me at annamcevoy@btinternet.com. I will proof read your copy then send the information to the school principal or Janice Patterson, District 67 Communications/Web Manager, for distribution.

Please keep in mind that this procedure is limited to DPM APT related events only.

District-wide information can be communicated through the APT Executive Board. For guidance on distributing information district-wide, contact Connie Hollingsworth at connie.hollingsworth@gmail.com.

Messages for the Friday e-newsletter (Friday Flyer) should:

- Include “APT” or “APT sponsored” in the title
- Be short and to the point (try for less than three lines); if a longer message is needed, a link to additional details can be requested
- Must be emailed to me by NOON Wednesday for inclusion in that week’s Friday’s newsletter
- Must be emailed to me each week if the message is to run for multiple weeks

Messages for the DPM website should:

- Include “APT” or “APT sponsored” in the title
- Be short/attention grabbing
- Be emailed to me anytime, noting when the item should run on the site

Dates for the DPM calendar should:

- Be emailed to me as soon as you know them. I will forward them to the DPM office to be posted on the school's online calendar.

Sandwich Boards

If your committee would like to use the sandwich boards we share with the Spirit of 67, please email me a copy of the poster, dates the boards are needed (5 day max usage per event), location at school where the board should be placed (default location is front entrances for morning drop-off and back of school for afternoon pick-up), and your committee contact name--person responsible for inserting the poster. I will review poster content, obtain poster approval from our principals then schedule with District Facilities.

Photography

We are always looking for photographs of our APT in action! Please send me images from DPM APT events you are sponsoring or attending and I will put them on our DPM APT website as well as distribute to the District office for possible publication.

If you have any questions please let me know.

Anna McEvoy

DPM APT Vice President/Communications