

## Randolph Flyer (PTO) Newsletter Deadlines:

ISSUE	DEADLINE	PUBLISH DATE
August/September	August 12th	August 24th
October	September 18th	October 1st
November	October 16th	November 1st
December/January	November 13th	December 1st
February	January 15th	February 1st
March	February 12th	March 1st
April	March 12th	April 1st
May	April 16th	May 1st

A reminder e-mail will be sent out approximately one week before the due dates for article submissions.

Please send all submissions to [newsletter@randolphPTO.org](mailto:newsletter@randolphPTO.org)

### Randolph Flyer Content Guidelines

The Randolph ISD PTO newsletter, Randolph Flyer, may include information about:

1. Randolph ISD and PTO-sponsored activities (primary focus).
2. Scout-sponsored events for Randolph scouting groups.
3. Events sponsored by other non-profit organizations or base agencies, only if they are deemed applicable and beneficial to the RFISD student body.
4. May not directly identify any student(s) (ex. may use “4th grader John”) or publish photograph without parental permission.

Submissions may be included in the body of an e-mail in plain text (without decorative background or formatted fonts to avoid being filtered out as SPAM), or you may submit a Word document as an attachment.

*\*Articles/submissions are subject to approval by the Principal(s), PTO President and Newsletter Editor.*