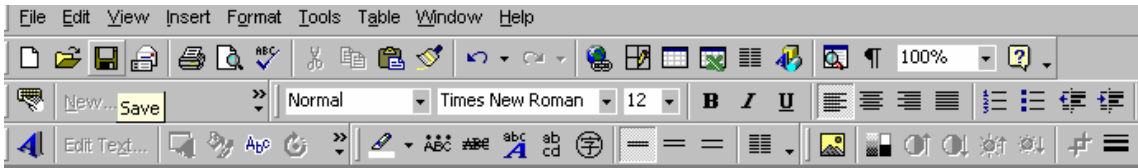


Guidelines for Newsletter Article Submission

1. Articles should be typed in MS-Word and have a **Normal** Paragraph format or bullet items, **Times New Roman** font and a font size of **12**.



2. Attach the MS-Word document to an email. If possible have email anti-virus scanning software on your computer. Send the email to FairviewFalconFlyer@yahoo.com
3. All articles should be grammar & spell checked before they are submitted. Please keep announcements and articles **Brief!**
4. PTA newsletters cannot advertise raffles. However, door prizes are allowed at events.
5. PTA newsletters cannot have hyperlinks to outside organizations such as restaurants, fundraising websites, etc.
6. Since we post our newsletter online, only a student's first name can be used in an article (per district website guidelines)
7. Graphics and pictures can be used in articles. Be aware that we have a size limit, so we can't guarantee that the picture will be in the final version of the newsletter.
8. Deadlines for the newsletter are listed below. Deadlines will be posted in every Falcon Flyer on the front page, as well in listing of monthly events.

Falcon Flyer's Deadline Dates

| Articles due on these Fridays | Distribution will be on these Thursdays |
|--------------------------------------|--|
| September 4, 2009 | September 11, 2009 |
| October 9 | October 15 |
| November 6 | November 12 |
| December 11 | December 17 |
| January 8, 2010 | January 14, 2010 |
| February 5 | February 11 |
| March 5 | March 11 |
| April 9 | April 15 |
| May 7 | May 13 |

If you have any questions, please email FairviewFalconFlyer@yahoo.com, or call Laurie Zawadzki at 847 310 9427.