Communications Timeline

Summer

--Check PTC email box and respond to any emails. There are <u>very</u> few during the summer, but it should be checked regularly anyway.

--Delete all contacts from the 'Ogden School', 'Ogden 6th Grade News', 'Ogden 5th Grade', 'Ogden 4th Grade' and 'Ogden Room Parents' email lists in Constant Contact. Make sure you do this in a way that removes them just from this list and not all lists. No need to delete 'Ogden Admin' or 'Ogden Committee Chairs' lists.

--Send PTC News emails as necessary. Dr. Boudreau is around most of the summer to approve communications.

--Clear all entries from the various webforms in the website:

Room Parent sign-up	AE Sign-up
6th Grade permission slips	Welcome Back Party volunteer sign-up
Teacher Helper sign-up	Bike Safety Permission
Other volunteer sign-ups	Bike Safety Volunteers

--Weekly emails will start up a month before school starts, pushing the various volunteer sign-ups, Sponsor Family Picnic, Welcome Back Party, and Wrapping Paper Sale, as these all occur / start before or during the first week of school. Example of emails for the 09-10 school year:

> July 27 - Letter from PTC President (you should have received your registration packets, reminder about welcome back coffee), School Supply List, School Supply Pick-up (for those ordering through PTC), Curriculum Night dates / times, Cub Scout blurb (they send this each year in late July – if you don't get it, don't send it)
>
> August 5 - Registration packets due back to school by xxx date, Sponsor Family Picnic info, Welcome Back party info, School Supply List, School Supply Pick-up (for those ordering through PTC), Curriculum Night dates / times, Cub Scouts, what to expect for Room Parents
>
> August 12 - Letter from PTC President (thanks for help at registration, expect your class list in the mail during the week of xxx, Calendar posted online), Room Parent sign-up, Sponsor Family Picnic info, School Supply List, School Supply Pick-up (for those ordering through PTC), Curriculum Night dates / times, Welcome Back Party volunteer sign-up, Bike Safety, Teacher Helper
>
> August 19 - Room Parent sign-up deadline, School Supply pick-up, Welcome Back Party, Calendar, Curriculum Night, AE volunteer sign-up

Make sure when sending summer emails that you do not send to 6th grade families who have left Ogden (they get upset if they get an email from us after their last day of school at Ogden). You will need to recreate your 'Ogden School' list, excluding those families before doing any summer emailing.

[**NOTE:** The following can be done at the end of the school year or over the summer, and in some cases can hold over until fall – most have no deadline / end date. It's just clean-up in preparation for the next school year.]

--Update Executive Board member page (http://ogden.102ptc.net/gov_exec).

--Update / create committee summaries (http://ogden.102ptc.net/gov_procedure), if anyone bothers to submit them. This process was designed to replace the committee folders which are supposed to move around each year, but which frequently get lost. There needs to be a big push to get people to submit this information – it is useful to next year's committee, plus it is helpful to have some information to point people to when we are trying to fill committee positions in the spring.

--Update PTC Meeting page (http://ogden.102ptc.net/ptc_meetings) by adding a new child page for the coming school year to list the PTC Meeting dates.

--Review PTC Governance pages for any procedural changes being made for the new school year.

--Contact Art Enrichment chairs for any updates to the Art Enrichment pages (http://ogden.102ptc.net/ae_home) of the website. They sometimes change the curriculum around so you may have to put existing pages into a different book or you may need to get new content from them. Their volunteer meeting is held sometime during the first few weeks of the school year, so you want all updates done before then. You also want to coordinate with them on when to 'Publish' their online volunteer sign-up form (http://ogden.102ptc.net/ae_vol_signup) and to see if they want any changes to the text at the top of this form.

--Contact the Room Parent chairs for any updates to the Room Parent pages (http://ogden.102ptc.net/rm_parent) of the website. Their volunteer meeting is held sometime during the first few weeks of the school year, so you want all updates done before then. You also want to coordinate with them on when to 'Publish' their online volunteer sign-up form (http://ogden.102ptc.net/ rm_parent_signup) and to see if they want any changes to the text at the top of this form.

--Contact 6th Grade Committee for any updates to the 6th Grade News pages of the website (http://ogden.102ptc.net/6th_news_home). Let the incoming committee know about the 6th grade news emails (if they haven't had a 6th grader before, they may not realize that we have this set up and it needs to follow the same approval process as other PTC news items).

--Contact the Teacher Helper chair to see if they want any changes to the text at the top of their online sign-up form (http://ogden.102ptc.net/teacher_helper).

--Contact the Welcome Back Party committee chair to see if they want any changes to the text of their online sign-up form (http://ogden.102ptc.net/vol_signup_welcome_back) and coordinate with them as to timing of request for volunteers and when to 'Publish' the online sign-up form.

--Contact the Bike Test committee chair to see if they want any changes to their online permission slip (http://ogden.102ptc.net/gov_committee_bike_skills_permission) or volunteer sign-up (http://ogden.102ptc.net/vol_bike_skills_signup) forms.

August

-- As soon as possible after registration day, work with Directory chairperson to make sure any new / updated information obtained on the *E-Mail Listing and School Directory Information* forms is entered into the Directory Database.

--Create your mailing lists in the email system (Constant Contact) from extracts from the Directory Database. All Ogden email list names should start with *Ogden - ,* as Park, Barnsdale and PIMA also use our CC account.

- 'Ogden School' list is to be used for the Wednesday PTC Newsletter and the Friday School Newsletter
- 'Ogden Admin' list (Dr. Boudreau, Lorraine Campea, Polly Peterson) – should be there from last year
- 'Ogden 6th Grade News' list
- 'Ogden 5th Grade' list
- 'Ogden 4th Grade' list
- You will get requests for other lists throughout the year. You could set up grade level lists at the beginning of the year, but I've chosen to wait until someone asks for something beyond 4th, 5th and 6th grades.

--Work with Directory chairperson to make sure class listings are entered into the Directory database as soon as possible after Registration. You can usually get a preliminary class listing from Lorraine on Registration Day, so you (or Directory chairperson) can get started putting students in the correct classrooms in the Database. You will need to get a new listing around the 2nd day of school and a final one around the 2nd week of school. Students are moved between classrooms and new students are

still enrolling through about the 2nd week. You want the most up to date information possible prior to the Room Parent meeting in September.

--Get the Room Parent listing from the Room Parent chair as soon as it is available. Tag these people in the Directory Database so that their name and contact information prints on appropriate reports. Post the Room Parent listing as soon as the chair OKs it.

--As soon as Room Parent, AE, Welcome Back Party volunteer slots are filled, mark these webforms as 'unpublished' in the website. They will be available to re-use at the beginning of the next school year.

September

--Email the *Class Roster with Student address, phone and email* report to the Room Parent chairs from the Directory Database in time for their meeting – they hand these out to the Room Parents.

--Contact Ogden's PIMA rep for any information they want posted

--If you can, get CPCFRO information from Ogden's rep and post it

October

--Revise Red Sled webpages as needed. Create Raffle pages. There will likely be a 'special' Red Sled email, separate from the weekly Wednesday email.

December

--Update Red Sled webpages as needed (next year's date, update graphic). Post new application as soon as possible (vendors start asking about next year as soon as this year is done!).

Late February / March

--Get advance School Supply order forms from the School Supply chairperson. Scan them and post them on the website (see http://ogden.102ptc.net/node/415 as an example).

--Maintain the listing of next year's committee chairs (http://ogden.102ptc.net/files/pdf/2010-2011_committees.pdf). Post it as information becomes available and update it regularly (maintain the working Excel document in your 102ptc folder on your hard drive, create new .pdf after each change, always giving it the same name as your link on the website and saving it to the server in the PDF folder).

--Work with School Supply person to create the listing for people who do not order their supplies through the PTC. I have been using this template (http://ogden.102ptc.net/files/pdf/2010_Supply_List.pdf) and posting it as early as it is approved by the school office (frequently not until April – I'm not sure why there is a second approval for the supplies for non-purchasers vs purchasers). Post this on the top of the website throughout the summer (http://ogden.102ptc.net/node/429).

May

--Prepare Registration Documents

- Update *Fees and Yearbook Orders* form with changes to school year, PTC dues amount, classroom activity fee, and yearbook cost, as well as PTC President name and contact information and any language changes. The yearbook cost is generally a very last minute thing. Make sure you are in frequent contact with the yearbook chair for the upcoming year to make sure they are aware that you need this earlier rather than later.
- Update *E-Mail Listing and School Directory Information* form with changes to school year and any language changes.
- Work with Volunteer Coordinator and Exec Board for any changes to *Volunteer* sign-ups. Decisions will need to be made as to what committees will need online volunteer signup, and webforms will need to be created or 're-Published' over summer for events early in the school year.
- Prepare forms with mail merge from Directory Database.

Daily

--Monitor the PTC email box and respond to or forward emails as appropriate. If someone 'Replies To' the weekly email, the reply comes into the PTC email box.

If an email comes in from one of our parents, respond to it directly or forward it on to PTC President, school office or committee chair as appropriate. Depending on the

content, respond to the person saying that 'we have received their email and it has been forwarded on to xxxx and they should expect a response shortly'.

Weekly

--Update the front page of the website with relevant stories. Update and / or move stories around if there is nothing new, just to keep the front page fresh. These updates can sometimes be scheduled based on deadlines / end dates contained in the articles (for example, if a fundraising order form is due on xx date, the story should be taken off the front page after that day).

--Update the *Upcoming Events* section of the website

--PTC President sends the Weekly Newsletter to you and to Dr. Boudreau (on Monday or Tuesday). Use this to create the weekly email in Constant Contact.

--Send the PTC email on Wednesday