

# LORING PTO

## Making Fliers/Copies for the PTO

- 1) Please send anything going home by paper to [Mary\\_McLaughlin@sudbury.k12.ma.us](mailto:Mary_McLaughlin@sudbury.k12.ma.us) as a Word document first, to be sent to a translator for our non-English families, ideally a few days before the paper version goes home.
- 2) All paper copies for events/programs with costs should indicate that “Financial assistance may be available, please contact Ms. Blumberg [Karen\\_blumberg@sudbury.k12.ma.us](mailto:Karen_blumberg@sudbury.k12.ma.us)”
- 3) All fliers directing people to a signup genius should send their signup to Christine Barrett ([clegge@gmail.com](mailto:clegge@gmail.com)) to be put on the webpage, this way you can always use the <http://www.loringpto.org/signups> link and not the long random link from signupgenius.
- 4) Use PTO paper only. Do not use the staff paper. PTO paper can be found in the PTO closets behind the stage.
- 5) Use the copy room on the first floor, located between the Computer Room and the Library.
- 6) To find out the number of copies needed for each class, find the tortoise shell folder located in the PTO cubbies in the far left corner of the room. The folder is in the top left cubby and contains a spreadsheet organized by teacher/class size.
- 7) Open the top paper drawer of the copy machine and put your paper in the far right slot.
- 8) Begin making copies one class at time. Write the teacher’s name on the top copy.
- 9) Stop your printing and take out your paper if a teacher needs to use the machine at any point.
- 10) Keep each class separate.
- 11) Give Mrs. Cook the copies to distribute to the teachers.