

# WILCHESTER

## 50 years of WILDCAT PRIDE

### 2016-2017 COMMUNICATION PLAN

#### WEEKLY COMMUNICATION

##### PTA website: [www.wilchesterpta.com](http://www.wilchesterpta.com)

- Primary source of information including the online Tuesday Folder, WCE calendar of events, SBISD calendar, lunch menu, parent forms, PTA information, due dates, etc.
- To submit something to be posted on the website, go to [www.wilchesterpta.com](http://www.wilchesterpta.com) and click on "Submit PTA Info" tab highlighted on the sub menu. All communication will be reviewed & approved by Principal Rian Evans to meet SBISD standards.
- Submissions are due by **3pm one week prior** to the date you need posted. We will make every effort to get it posted sooner.

##### Tuesday Folder (hard copy)

- Folder sent home in your child's backpack every Tuesday.
- Includes take-home classroom work and limited hard copy information that requires a parent response.
- To submit something for hard copy, go to [www.wilchesterpta.com](http://www.wilchesterpta.com) and click on "Submit PTA Info" tab highlighted on the sub menu. All communication will be reviewed & approved by Principal Rian Evans to meet SBISD standards.
- Submissions are due by **3pm one week prior** to the following Tuesday folder.

##### Tuesday Email Blast

- Email communication sent out every Tuesday to PTA members only. Primary form of communication.
- To submit something for the email blast, go to [www.wilchesterpta.com](http://www.wilchesterpta.com) and click on "Submit PTA Info" tab highlighted on the sub menu.
- Submissions are due by **3pm one week prior** to the following Tuesday Email Blast.

##### Facebook

- Posts on Wilchester Facebook.
- To submit something for Facebook, go to [www.wilchesterpta.com](http://www.wilchesterpta.com) and click on "Submit PTA Info" tab highlighted on the sub menu.
- Submissions are due by **3pm one week prior** to the date you need posted.

#### MONTHLY COMMUNICATION

##### Wilchester Press (newsletter)

- Produced monthly, highlighting the month's most pressing events and information.
- One edition per family is printed and sent home in the first Tuesday folder of the month and posted on the PTA website ([www.wilchesterpta.com](http://www.wilchesterpta.com))
- All submissions are due by **3pm based on the schedule below.**

##### Wilchester Press Submission DUE DATES:

8/19 submission - September edition  
10/21 submission - November edition  
11/18 submission - December edition  
12/19 submission - January edition  
1/20 submission - February edition  
2/24 submission - March edition  
3/24 submission - April edition  
4/21 submission - May edition (LAST edition)

##### PTA MONTHLY MEETINGS

Sept. 15  
Oct. 12  
Nov. 9  
Jan. 11  
Feb. 8  
Mar. 8  
May 24

*Meeting are 12pm in the Flexroom,  
unless otherwise noted.*