



Guidelines for fliers from the SHP

Format

- 1) All fliers must include the SHP logo.
- 2) The name of the organization should be expressed as either "Lorton Station School & Home Partnership" or its abbreviated name "Lorton Station SHP" or just "SHP". These are the only proper names of the organization. It should not be referred to as the "LSES SHP" or the "School Home Partnership."
- 3) The SHP is not affiliated with the National PTA and should not be referred to as a PTA. As an independent parent teacher organization, it can be referred to as a PTO, but any such reference should be avoided.
- 4) If any flier includes a salutation to parents, it must be addressed to "Parent/Guardian."
- 5) When in draft form, fliers should be prepared and sent as Word documents so they can be edited as necessary.
- 6) Approved fliers (see below) should be converted to PDF for distribution. Retain electronic copies of Word fliers so that they can be edited and used again in the future. Officers should retain copies of fliers in the Google Drive associated with their SHP email address.

Approval

- 1) All fliers must be approved for distribution by the SHP President.
- 2) Some fliers may require additional approval from the school Principal, but the President will handle getting such approval if necessary. Generally speaking, only fliers that are brand new to the school (for a new program of some sort, as an example) need to have the Principal's approval. If you are doing a flier for the first time, please keep that in mind and allow an additional week to obtain approval.
- 3) Fliers for before and after school activities require additional approval by the FCPS Community Use Department; please allow about two weeks to obtain approval.

Distribution

- 1) The SHP does have a person who makes copies of all SHP fliers for distribution in the Tuesday folders. To have the copying done by that person, the final flier must be received by the SHP President by Monday night. Please be sure to specify any special distribution (such as classroom students only, all staff, classroom teachers only, etc.).
- 2) If you make your own copies, the master copy must be filed in the SHP box in the "masters" folder so it is available in case additional copies are needed or there are any questions about what was distributed.
- 3) For copies that go to classrooms, ensure that there is one extra copy available for the classroom teacher's reference.
- 4) Fliers are also posted on the SHP website (usually in the announcements section) so they are available to parents/guardians who do not receive the Tuesday envelope for some reason. To have your flier posted on the SHP website, forward it as a PDF to the SHP webmaster at SHPwebguru@gmail.com.