

2018 – 2019 Electronic Communication Submission Deadlines

In an effort not to inundate our families with too many emails and to encourage them to make more use of the website and Sloan PTO Press on Facebook, we will be sending monthly eNewsletters the first **Saturday** of each month and **ONE** eNews Update on a **Friday/Sat**, mid-month each month. If exceptions must be made in order to get out time-sensitive news in between publications, eNews Bulletins/Alerts can be sent out, with proper approval.

Below are the deadlines. Please abide by them, and submit your print-ready articles to Electronic Communications Chair Carla Williamson (sloanptosecretary@gmail.com) by the established dates.

Thank you!

Publication	Carla to email Committee Chairs	Submission Deadline from Chairs	Compilation Date / Send to Principal	Principal Approval	Publication Date
September Newsletter		8/31/2018		9/7/2018	9/8/2018
September e-News (if needed)		9/12/2018			9/15/2018
October Newsletter	9/24/2018	9/28/2018	10/1/2018	10/3/2018	10/6/2018
October e-News (if needed)		10/17/2018			10/20/2018
November Newsletter	10/22/2018	10/26/2018	10/29/2018	10/31/2018	11/3/2018
November e-News (if needed)		11/14/2018			11/17/2018
December Newsletter	11/13/2018	11/20/2019	11/26/2018	11/28/2018	12/1/2018
December e-News (if needed)		12/12/2018			12/15/2018
January Newsletter	12/14/2018	12/21/2018	1/2/2019	1/4/2019	1/5/2019
January e-News (if needed)		1/16/2019			1/19/2019
February Newsletter	1/16/2019	1/23/2019	1/28/2019	1/30/2019	2/2/2019
February e-News (if needed)		2/13/2019			2/16/2019
March Newsletter	2/13/2019	2/20/2019	2/25/2019	2/27/2019	3/2/2019
March e-News (if needed)		3/13/2019			3/16/2019
April Newsletter	3/20/2019	3/27/2019	4/1/2019	4/3/2019	4/6/2019
April e-News (if needed)		4/10/2019			4/13/2019
May Newsletter	4/17/2019	4/26/2019	5/1/2019	5/3/2019	5/4/2019
May e-News (if needed)		5/15/2019			5/18/2019
June Wrap-up	5/15/2019	5/22/2019	5/28/2019	5/30/2019	6/1/2019