**2021-2022**

**FR Primary & Intermediate PTO**

**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 FR Elementary Campus PTO Press on Facebook, we will be sending monthly eNewsletters the last **Friday** of each month with the upcoming months events. 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 your Board Buddy and Electronic Publications Chair Angela Paradise (**FRPrimaryPTOSec@gmail.com**) by the established dates. Thank you!

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| **Month prior to events being Published in newsletter** | **Committee Chairs**  **Submission to Secretary** | **Secretary submission to President** | **Submission to School Point of Contact** | **Publication Date** |
| September | / | / | / | 9/27/21 |
| October | 10/25/21 | 10/26/21 | 10/26/21 | 10/29/21 |
| November | 11/15/21 | 11/17/21 | 11/19/21 | 11/26/21 |
| December | 12/13/21 | 12/15/21 | 12/17/21 | 12/31/21 |
| January | 1/17/22 | 1/19/22 | 1/21/22 | 1/28/22 |
| February | 2/14/22 | 2/16/22 | 2/18/22 | 2/25/22 |
| March | 3/14/22 | 3/16/22 | 3/18/22 | 3/25/22 |
| April | 4/18/22 | 4/20/22 | 4/22/22 | 4/29/22 |
| May | 5/16/22 | 5/18/22 | 5/20/22 | 5/27/22 |
| June | / | / | / | 6/8/22 |