

ARGONNE

PTO Event & Fundraiser Communication Recommendations

Email your event and fundraiser announcements to:

- Newsletter newsletter@argonnesf.org
- Website & Calendar communications@argonnesf.org
- Google Group community@argonnesf.org
- Room Parent Coordinator argonnevolunteer@gmail.com

Details to include:

- Event/Fundraiser Title
- Date(s) and Time
- Contact information: Email address, phone #, and/or website or volunteer signup link on Signup.com
- Location: Please include room # if the event is at Argonne
- Description: Under 125 words is preferred in the newsletter, the website and Google group can include more detail
- Image(s)

Forms & Flyers

- Place all forms and flyers in the newsletter mailbox in the office by Friday to be copied and shared in the upcoming Tuesday folders
- Logos and wolf images can be downloaded at <https://argonnesf.org/logos>
- Contact our Graphic Design parent volunteer, Cynthia Dawson, if you need help with design mail@cynthia-dawson.com

Online Payment

- If your event or fundraiser needs to collect online payment on the Argonne website, please email communications@argonnesf.org. We use Eventzilla and Paypal, both add a small fee for processing payments.

Communication Schedule Recommendations

- Share the details once a week in the **newsletter** up to four weeks out and during the event.
- Email the **Google Group** once a week up to three weeks out and once a week during the event.
- Details can be added to the **website and school calendar** as soon as it's available.
- Send one announcement and one reminder to the **Room Parents**

