

ARGONNE PTO

Communication Tips for Events & Fundraisers

Get Started by Organizing your Event or Fundraiser Information

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

Post an Announcement in the Argonne PTO Weekly Newsletter

- Email news to newsletter@argonnesf.org with the Subject: "Newsletter"
- Place text in the email, not as attachment (attach an image if available)
- Deadline for next newsletter submissions: Every Friday at 4:00pm
- Submissions received after the deadline will be included in the following week's newsletter

Post your Event or Fundraiser on Konstella

- Login to Konstella
- On Konstella send a *Private Message* to **Margaret Poza**, our volunteer Konstella Admin, with your Event or Fundraiser information. Margaret will post for the details for you.
- You can also send a *Private Message* to Margaret to change your user privileges so you can make a school-wide announcement. You will first need to read the *Konstella Cheat Sheet* & follow our *Community Guidelines* available at argonnesf.org/konstella.

Send Printed Forms & Flyers home with students

- Logos and wolf images can be downloaded at <https://argonnesf.org/logos>
- Place flyers in teacher mailboxes in the office to be distributed to all students
- We discourage sending home any flyers that have not been translated in Chinese, Russian, and Spanish as it excludes a large percentage of our community. Please contact argonneptochairs@gmail.com for translation information.

Set up Online Payments or Post on the Website

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



Volunteer or Fundraising Questions? Please email
argonnevolunteer@gmail.com & argonnesffundraising@gmail.com

Thank you for volunteering! Go Wolfpack!