

Committee Correspondence Procedures

Updated: 10/11/06

1) **Flyer/Brochure Approval**

- a) All correspondence must be approved by the LEHSO President AND the building principal before it is distributed. Please send copies of your document to these parties a minimum of **2 days** before the item is to be sent home. Both principals must receive copies of all news articles and news releases, etc. a minimum of 2 days before news paper publication. Please follow up with the principal's secretary the day after it is dropped off to confirm approvals.

2) **LEHSO Logo**

- a) All correspondence distributed for the LEHSO is to have the LEHSO logo (attached) printed onto the document. Please contact the Corresponding Secretary for a computer generated file for use on your flyer. It is a Word document, so it can be copied into your document, or printed and then added to your document for copying.

3) **Distribution & Photocopying**

- a) Schiesher
 - i) Documents are distributed on Wednesdays only, unless permission is otherwise obtained.
 - ii) Committees must make their own copies for distribution. Check with the principal's secretary for number needed (i.e. 25 classes with 23 kids in each). Only the photocopier in the office is to be used.
 - iii) Check with the principal's secretary for the best time for copier use by the HSO.
- b) Tate Woods
 - i) Flyers are distributed as requested, when possible. Please check with the office for further instructions. Provide a quick note to the office staff with the following information:
 - (1) Date to distribute
 - (2) Color choice (if any)
 - (3) Other specific instructions (2 sided, etc.)

LEHSO LOGO



LEHSO Correspondence Approval Information

Approval must be obtained before distribution to students/staff
Please allow 2 days!!

School Year: _____

LEHSO President: _____

Phone: _____

Cell: _____

Email: _____

School Staff:

Schiesher Principal	Dr. Gale Weidman	493-8100
Secretary	Pat Briggs	

Tate Woods Principal	Mr. Bill Kruthers	493-8050
Secretary	Jenny	