

AFTER-SCHOOL COMMITTEE  
FLYER GUIDELINES

In order to meet PTA requirements and avoid confusion, all flyers for after-school programs should contain the following information in normal-font, legible format:

- (1) Statement that program is being run by the Lincoln Ave. PTA
- (2) PTA Contact for people to call with questions
- (3) DUE DATE of registration
- (4) Price
- (5) Dates and times of program, # of weeks running
- (6) Grade levels permitted to be in program
- (7) Minimum # of registrants required to run program
- (8) Maximum # of registrants allowed in program
- (9) That a chaperone volunteer parent is needed to run program
- (10) That chaperone's child will be free
- (11) A box to check whether you can be a chaperone
- (12) Space to fill out child's information: Name, class, grade, two emergency numbers, and allergies/medical issues
- (13) Method of registration - online? Envelope to school? Both?