

SCHOOL DIRECTORY CHAIR

BRIEF DESCRIPTION: To provide current, concise and accurate contact information of student families and staff personnel in a printed and bound book format for Staff and PTSA membership use. PTSA members receive one copy with paid membership. Additional copies sold at additional cost (suggested: \$5/copy).

NEEDED VOLUNTEERS: NONE. The Chair should reach out if they feel they will benefit from the extra help.

TIMELINE: MID-AUGUST to OCTOBER

HOURS: On your own time from mid-August – October. After distribution, job is completed for current year unless committee ops to begin following school directory prep in April.

BENEFITS: Supports students and families for RSAR. Fulfills student family volunteer requirement.

BUDGET: YES

RESPONSIBLE TO: PTSA VP Communications, School Office Administrator. Reach out to PTSA President for additional support.

DESCRIPTION:

- Divide duties between committee members, set deadlines
- Format data for Directory
- Set up option to sell to non-PTSA members
- Print and distribute copies

Brief DETAILS:

1. Compile/format Data for Directory:
 - a. Request updated personnel and family information from RSAR office administrator
 - b. Compile Data
2. Use Microsoft Publisher and copy of previous year's directory to avoid duplicating work.
3. Organize Pre-sale orders for additional copies.
4. Go to District Printing Office on Willows Road with date
 - a. Print Shop (425) 936-1110 (Jim Crouch jcrouch@lwsd.org or Helen Baxter hbaxter@lwsd.org)
 - b. Publish enough copies for distribution
 - c. Pick up completed order from printing office
5. Distribute completed directories