

Copy Reminder of Changes Installed 2008-09 School Year:

1. Remember we are trying to "go green" to cut down on cost, no **color** copies, and copies must be half sheet when possible so there will be 2 flyers per page (however, we realize there may be times a full page is needed). Please send all copies of your flyers for proofreading and approval to Emby Staub, PTO Co-President ukstaub@hotmail.com once approved it will be posted on the PTO website.
2. When copies are approved **PRIOR** to being printed, copies are to be made at Mail Boxes Etc. in Buckingham; we have an account under Buckingham Elementary. **You must fill the form out completely.** See attached form. **(Make sure you note what the expense is for.)**
3. Your budget includes copy fees. If your copy fees exceed \$25.00 you need **PRIOR** PTO approval (contact Emby Staub ukstaub@hotmail.com) Please make sure your committee members are not making flyers each week, utilize the website!

Thank- you for helping your children have a great year! The 2009-2010 PTO Board