
www.HOPTSA.org / www.HOPTSA.com

September 2011

Purpose

HOPTSA.org / HOPTSA.com is a communication vehicle for the Highland Oaks PTSA organization. It is a place to post current information about fundraising events, school activities, HOPTSA meetings and important information relevant to the parents and teachers of Highland Oaks. It is sponsored by the PTSA and endorsed by Dr. Anderson.

Information Sharing

Our goal is for HOPTSA.org / HOPTSA.com to become a primary communication vehicle for HOPTSA. Therefore, it's critical that we keep the information on the site current and fresh. If parents and teachers visit the site and continue to see outdated and irrelevant information, they're unlikely to revisit. The website will be updated **at least** weekly during the school year.

Consider the information that is important for parents and others to know about the activities of your committee. If you would like an announcement on the home page, include a short blurb or headline. The home page will house announcements for upcoming events and key activities for the coming month. These are the sections of the site:

Home • PTSA Mission • PTSA Business • Safety • Fundraising •
Designing Dads • Calendar • Programs • Links • Publications • Scrip Sales

If you would like to post your announcement on any of the sections above, please send the content to **Nicole Reed** (tandcole@yahoo.com), President of HOPTSA and **Bernadette Manalo-Lew** (DetteM@aol.com), Second Vice President, Communications, for an approval before sending to the website team. **The acceptable formats are Word, Excel, PDF, or simply send your announcement in an email.** Clip art can be a nice addition. Once the announcement is posted, you will be notified to check the website and ensure that your information has been posted correctly.

The HOPTSA Website Team:

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