

August 22, 2016

Welcome back Frostwood Tigers! As chair of the Tiger Tales newsletter, I wanted to give you a few details about how you can submit articles for publication in our weekly newsletter. Tiger Tales provides Frostwood Elementary School families with important dates, forms, and information to help them stay involved with all of the events and activities throughout the year.

This year, we will again send out Tiger Tales as an electronic newsletter through the Mail Chimp service. The newsletter will show up on your computer/phone/tablet, and you can scroll through to read all of the Tiger Tales news. In an effort to streamline the newsletter, we are asking that you make your submissions as concise as possible. We will include links to the Frostwood PTA website for additional information, forms, and volunteer sign-up opportunities.

Please email your submissions to me at [iuspringers@msn.com](mailto:iuspringers@msn.com)

1. Tiger Tales will be published every Monday. The deadline for submitting articles for the publication is by noon on the Friday before the publication.
2. Articles for Tiger Tales must be submitted in MS Word or in an email format. Forms and flyers that will be linked to the Frostwood PTA website must also be in MS Word, PDF, or email format. Please proofread your own articles, including spelling and grammar checks. Please also confirm the correct spelling of names using the Frostwood Directory.
3. If you would like to include a link to a website in the article, please do not put the actual live link in the submission. You can type the website name, I will put the live link in Tiger Tales.
4. Once you send a submission, please make sure that I respond to confirm receipt of your article. I will make every effort to send a response on the same day that you send the submission.

Please do not hesitate to contact me if you have any questions regarding Tiger Tales!

Thank you!  
Heather Springer  
[iuspringers@msn.com](mailto:iuspringers@msn.com)