




















FROSTWOOD TIGER- COMMUNICATION TIPS







FROSTWOOD PTA WEBSITE

-  www.frostwoodpta.com
-  PTA website is the central location for parents and students to access all information about PTA events, programs, and contacts
-  Please update information pertaining to your chair position as needed
-  Forms and flyers that will be linked to the newsletter must also be in MS Word, PDF, or email format
-  Please coordinate with VP Underwriting on and submissions that involve business donors
-  Please proofread your own articles, including spelling and grammar checks
-  Please confirm the correct spelling of names using the Frostwood Directory
-  Contact Website Manager, **Soo Hwang (sooyounghwang@gmail.com)**








TIGER TALES

-  Frostwood PTA Electronic Newsletter
-  “Tiger Tales” is published every Monday
-  Families must register through Big Form at the beginning of each school year or through the link on the Frostwood PTA website
-  Submissions due the Friday before Monday’s publication
-  Submissions must be in a MS word or email format
-  Forms and flyers that will be linked to the newsletter must also be in MS Word, PDF, or email format
-  If you would like to include a link to a website in the article, please include the website address and not the actual live link in the submission
-  Please coordinate with VP Underwriting on and submissions that involve business donors
-  Please proofread your own articles, including spelling and grammar checks.
-  Please confirm the correct spelling of names using the Frostwood Directory.
-  Contact VP Tiger Tales, **Heather Springer (iuspringers@msn.com)**

FROSTWOOD E BLASTS

-  E-blasts contain important news and information relevant to all Frostwood students and their families
-  E-blasts can be sent to the entire school or to a single grade level
-  E-blasts are sent to the email address provided at school registration
-  Please visit Family Access to update your contact information
-  Information for an e-blast should be submitted via email in a Word or PDF document
-  Contact Principal **Ellen Green (jane.Green@springbranchisd.com)**

MARQUEE

-  The electronic marquee is located at the front entrance of Frostwood Elementary
-  Submissions for the marquee are text only and should be submitted via email
-  Submissions must be relevant to all Frostwood families
-  Submissions may be edited to fit on the marquee
-  Please coordinate with VP Underwriting on any submissions that involve business donors
-  Birthday recognitions run Monday to Sunday and may be purchased at the Frostwood PTA Auction in February
-  Contact **Dee Benefield (diaelva.Benefield@springbranchisd.com)**