

Per District request, add the words "A Hillsborough County Public School."



THE DOLPHIN DIGEST

Make your nameplate standout and be recognized

Each issue must have a volume and issue number; volume changes each year while the issue number changes with each issue

A Publication of the Dunbar PTA

October, 2006

Print the date of the issue

A Few Words from our PTA President ...

You should have a masthead on either page 1 or 2 and it should always be in the same location. This is where most of the "boiler plate" award requirements go.

Make sure you state the purpose of your newsletter, how often it is published, and the deadline for and how to submit articles.

Make sure you identify the principal, PTA/PTSA president and newsletter editor. (You can include others, but these 3 are required!)

Always include the PTA name, school name, address, and telephone numbers. Not required, but you can also publish your website here.

For the Thomas Newsletter Grant, make sure your PTA President's letter comes before your Principal's letter

The Dolphin Digest is a publication of the Dunbar PTA. It is designed to keep our entire school community informed on all of the activities of the Dunbar PTA.

It is published 6 times per year in September, October/November, December/January, February, March/April, and May.

The deadline for submission of articles is the 5th of the month prior to publication date. Submissions should be e-mailed to dunbarpta@verizon.net.

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Principal: Krystal Carson
PTA President: Kayetrenia Nichols
Editor: Jo Neuman

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PTA[®]
everychild. one voice.

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Award-Winning Tips

Be sure to include articles on membership, volunteering, general PTA information, county, state, and national PTA information, as well as a calendar of events.

Use clipart sparingly - and not simply as space filler. Clipart has a purpose ... use it to draw a reader's attention to your information.

Be consistent - recurring items (like a table of contents, calendar, president's letter, etc.) should always be in the same location. Also use fonts and colors consistently. If you print on colored paper, use the same color for each issue.

Proofread, proofread, proofread. Do not rely on spell check alone as it will not catch all errors.

Make sure you have all of the REQUIRED items in each issue you submit for awards - not having these items will cause your newsletter to be disqualified.

Per District request, the School District logo and listing of School Board members should be in the lower, right-hand corner of your LAST page. (The page you print this on may change from issue to issue, depending on how many pages you have.)



County School Board
Chair-Carol Kurdell
Vice Chair-Susan L. Valdes
Members-Doretha
Edgecomb, Jennifer Faleiro,
April Griffin, Jack R. Lamb,
Ed.D., Candy Olson

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