**Program/Event Communications:**(Date/Time)

**Homepage Post** - Date  
**PTA Mtg Discussion** - Date

**Dolphin Digest** – Date(s)

**Room Parent Email** - Date(s)

**Schoolwide Eblast** - Date(s)

**Schoolwide Voicemail** - Date(s)

**Bulletin Board** –

**Table** –

**Mailer/Flyer** -

**Media** -  
**Volunteers**-

**Sign-up sheets**-

**Chair/Volunteers-  
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*Examples of Homepage, email, room parent email, voicemail below. Please add text for communication on the event. I can work with you if you like too.*

**Homepage Text**

EXAMPLE  
**Bring in your books, March 5th- 8th!**

Come join in the fun of the Annual Used Book Sale.  We will be collecting books March 5-8th. Our goal is to get books into the hands of all our students.  Bring in your used children's books (and appropriate adult books) and exchange them for "new" books!  Or purchase books for as little as 25 cents.  Any leftover books are donated to worthy causes, and everyone wins!  Please come show your support for the students. Invite anyone/everyone. You do NOT have to attend this school, nor live in the neighborhood.

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**Schoolwide Eblast: Date  
  
EXAMPLE   
Subject:** The 2013 Del Mar Heights Jog-a-thon is next Friday, March 15th at 10:30am!

The 2013 Del Mar Heights Jog-a-thon is coming soon… next Friday, March 15th at 10:30am!

Today, your child should be coming home with a packet containing all the information you’ll need to participate this year, as well as a sponsor sheet to return one week from today.

This year, the PTA will donate all proceeds from the Jog-A-Thon to the Del Mar Schools Education Foundation to help pay for our PE, technology, art and science teachers (the Extended Studies Curriculum – or ESC). Together with donations parents make to DMSEF’s annual campaign, these proceeds will help make our ESC programs possible. Encourage family, friends and neighbors to join you by sponsoring your child in this year’s Jog-A-Thon, and help us keep our fabulous ESC teachers.

We are also in need of LOTS of parent volunteers to ensure this year’s event is a great success. Please click on the PTA website to sign-up: [www.delmarheightspta.com](http://www.delmarheightspta.com). Or contact Robin Khoury at [rkhoury5@gmail.com](mailto:rkhoury5@gmail.com).

Thank you for your support!

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**Room Mom Eblast; Date**

**EXAMPLE  
Subject:** Help Spread the Word About The Annual Jog-a-Thon

Our annual Jog-A-thon is coming up on **Friday, March 15th** and we need your help to make this year's event as great as ever. Please help us spread the word about a couple important things.

1. Sponsor sheets went home with all students today (March 5th). They need to be signed and returned by next Tuesday, March 12th. Each class has an opportunity to earn a $20 class prize (to spend as they see fit as a class) if 100% of the sponsor sheets are signed and returned by the deadline. Students do not have to obtain sponsors to participate, but the sponsor sheet must be signed and returned.

2. The PTA is also in need of LOTS of parent volunteers to ensure this year’s event is a great success. Please click [HERE](https://docs.google.com/spreadsheet/ccc?key=0AvrASbmZ8ikfdFZpdlFybF9idlNhcUphODVnck5TMmc&usp=sharing#gid=0)to sign up to volunteer. Or contact Robin Khoury at [rkhoury5@gmail.com](mailto:rkhoury5@gmail.com).

This year, the PTA will donate all proceeds to the Del Mar Schools Education Foundation to help pay for our PE, technology, art and science teachers.   Encourage parents to have family, friends and neighbors sponsor their child's in this year’s Jog-A-Thon. Help  keep our fabulous ESC teachers!

Thank you for your support!

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**All-Call Script: Date:**

**EXAMPLE**:  
Hello Del Mar Heights families. This is Erica Halpern, your PTA president, calling about the PTA’s annual Jog-A-Thon. The 2013 Jog-A-Thon is THIS Friday, March 15th from 10:30 to 1:301am. Last week, your child brought home a Jog-A-Thon information packet and sponsor sheet. **Please return signed sponsor sheets by tomorrow, Tuesday March 12th.**  Every class that has a 100% return of signed sponsor sheets will receive a special prize!

This year, the PTA will donate all proceeds from the Jog-A-Thon to the Del Mar Schools Education Foundation to help pay for our PE, technology, art and science teachers. Funding also comes from the District and from your donation to the education foundation.

We are also in need of LOTS of parent volunteers to ensure this year’s event is a great success. Please click on the PTA website to sign-up if you haven’t already: [www.delmarheightspta.com](http://www.delmarheightspta.com).

Finally, I would also encourage you to join us for the Jog-A-Thon by jogging or walking with your child or by cheering from the sidelines. Thank you for your support!

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