



September 2008  
Deadlines for 2008-2009

# Tepee Talk

## Attention all Committee Chairs!

Fort Island's monthly newsletter Tepee Talk needs **YOU!** Any month your committee has something newsworthy, a save the date, or a thank you, please write it up and submit it via email to the Newsletter Editor Jessica Vargo by the deadline. Please respect the deadlines. Articles received after a deadline may not be included in that month's issue. Also, any article may be edited or not published at the discretion of the PTA president.

<u>ISSUE</u> <u>MONTH</u>	<u>ARTICLE</u> <u>DEADLINE by 3pm</u>	<u>DISTRIBUTION</u> <u>DATE</u>
October	Sept. 22, 2008	Sept. 30, 2008
November	Oct. 24, 2008	Oct. 31, 2008
December	Nov. 18, 2008	Nov. 26, 2008
January	Dec. 12, 2008	Dec. 19, 2008
February	Jan. 22, 2009	Jan. 30, 2009
March	Feb. 19, 2009	Feb. 27, 2009
April	Mar. 23, 2009	Mar. 31, 2009
May	Apr. 23, 2009	Apr. 30, 2009
June	May 21, 2009	May 29, 2009

Thank you!

I look forward to working with each of you!

Jessica Vargo

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## Tepee Talk Tips

- Answer the questions who, what, when, where?
- Use size 12 for most fonts
- When thanking people, please put their name(s) in **bold**
- If you don't have specific facts or figures by the deadline, email the body of your article leaving a few blank spaces to be filled in later
- *Think ahead!* Send in a "save the date" so you can raise awareness about your activity/event