



MOTHER CABRINI CATHOLIC SCHOOL PARENT COUNCIL CSPC BULLETIN GUIDELINES



Date of Document (mm/dd/yy):
01/09/19

Version Number:
1.0

I. TABLE OF CONTENTS

I. TABLE OF CONTENTS	1
II. PURPOSE.....	2
III. GOALS	2
IV. FREQUENCY OF DELIVERY	2
V. CONTENT	2
VI. CONTRIBUTORS.....	3
VII. DEADLINES	3



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II. PURPOSE

The CSPC Bulletin is a 2-page bi-monthly newsletter written for the Mother Cabrini Catholic School community featuring brief updates, announcements and news related to CSPC organized events / initiatives.

III. GOALS

1. To keep the community informed of CSPC initiatives, progress and results.
2. To encourage and invite community members to participate in CSPC initiatives.

IV. FREQUENCY OF DELIVERY

The Bulletin is circulated every other month on the first Friday of the month, as follows:

ISSUE	DELIVERY MONTH
1. Sep Oct	September
2. Nov Dec	November
3. Jan Feb	January
4. Mar Apr	March
5. May Jun	May

V. CONTENT

A discussion on what to include in each issue should be added to the Meeting Agenda on the month preceding the delivery date, as follows:

ISSUE	CONTENT DISCUSSION MONTH
1. Sep Oct	September*
2. Nov Dec	October
3. Jan Feb	December
4. Mar Apr	February
5. May Jun	April



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Suggested Content

The following content suggestions should be included within the scope of the Bulletin:

- Fundraiser updates (what has occurred, how much was raised, what will the funding benefit),
- Upcoming meeting dates; any important known agenda items,
- Volunteer opportunities (pizza dates; committee memberships),
- Important dates,
- OAPCE updates,
- Community building events planned.

*The first issue of the school year can be a shorter version and include content related to:

- The composition of the newly elected CSPC,
- Executive member contact information,
- Meeting schedule for the year,
- Any upcoming events / fundraisers that are already known, and
- A request for email distribution list subscription.

VI. CONTRIBUTORS

The Bulletin should be approached as a team effort to keep the school community informed and engaged.

During each content discussion, those council members involved in upcoming / completed / noteworthy events, fundraisers, committees, special interest groups etc. should submit brief written excerpts for each topic to the Editor, so as to not overburden a single member with all copywriting duties.

A dedicated Editor or Editors should volunteer to format the Bulletin, assemble content and edit for spelling, grammar and continuity.

Current Dedicated Bulletin Volunteers

Editor(s):
Email Copywriter(s):
Photocopier(s):

VII. DEADLINES

Relevant content excerpts should be submitted ASAP, but no later than one week (7 calendar days) following the content discussion agenda item.

The Bulletin Editor should edit and format excerpts to the Bulletin template within two weeks (14 calendar days) of the content discussion, at which time the draft Bulletin should be circulated to the CSPC for review



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and comment. The CSPC will have one week (7 calendar days) to review and submit suggested edits.

The final draft Bulletin should be submitted to the Principal for review, comment and approval within three weeks (21 calendar days) of the content discussion. The Principal will have 72 hours to review and submit suggested edits or to approve the Bulletin with no further changes.

Any final edits will be made within 72 hours and re-submitted for final approval; and/or should no further edits be required, a Bulletin email / Bulletin copies should be prepared for community distribution by the issue distribution deadline.

Please find below an example timeline that illustrates the deadlines for a Jan | Feb Issue which begins preparation in December:

DECEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
			CSPC Meeting Bulletin content selected	Council prepares/ submits content to Editor		
				Editor preps Bulletin		
9	10	11	12	13	14	15
Council prepares/ submits content to Editor			All Bulletin content DUE			
Editor preps Bulletin						
16	17	18	19	20	21	22
Editor preps Bulletin			Editor submits 1st draft Bulletin to Council for review	Council reviews Bulletin/ submits comments/ approval		
				Editor incorporates Council comments		
23	24	25	26	27	28	29
Council reviews Bulletin/ submits comments/ approval			All Council comment/ approvals DUE	Principal review/submits comments / approves		Bulletin
Editor incorporates Council comments			Editor submits draft to Principal	Editor preps final Bulletin		
30	31	Jan 01	Jan 02	Jan 03	Jan 04	Jan 05
Editor preps final Bulletin			Final Bulletin ready for copying / distribution		DISTRIBUTE BULLETIN	