

Kaneland McDole Elementary School PTO

E-blast Format and Information

Guidelines when writing an E-blast:

1. Write your e-blast several days before you want it sent out.
2. Keep it short and simple, using please and thank you is always a plus!!
3. Name the event, the place, date and time.
4. List any other pertinent information.
5. Name a contact person and how to contact them—E-mail address and phone number.
6. Provide your e-blast information to your PTO Board Member Liaison who will approve it and get it sent out on the day you have requested.

Example:

Please join us for the Clothing and Toy Sale at the Sugar Grove Community Center,

141 Main St. Sugar Grove on September 18, 2010 from 8-1pm.

A percentage of the proceeds from McDole sellers goes to support the McDole PTO technology fund. All leftover items will be donated to charity.

Please contact Candy Houghtby with any questions at houghtbys@notrealemail.com

or visit our website at mcdolepto.org for more information.

We hope to see you there. Thank you for your support!