



## PLEASANT VALLEY PTA FLYER STANDARDS CHECK LIST

Below is a list of phrases or items that should be on all PTA flyers.

- The PTA logo
- Date, time, location, (price) of event/activity
- Chair contact information
- "Make checks payable to PV PTA" (if applicable)
- "Return (form or check) to the PTA Drop Box."
- If you request checks be mailed our PTA PO Box Address must be used:  
Pleasant Valley PTA: 13023 NE Highway 99, PMB 291 Vancouver, WA 98686
- Deadline (if applicable), any pertinent instructions
- PTA website address: <https://pleasantvalleypta.ourschoolpages.com/Home>
- If collecting information for ticket orders, etc.  
include the following on the return form:
  - o Name of event
  - o Child's Name
  - o Teacher's Name
  - o Grade
  - o Parent's Name
  - o E-mail Address
  - o Phone Number
  - o Check Amount

Flyers for fundraisers: Please include a form of this phrase on all flyers. *The money raised will benefit all students in the form of PTA programs & activities or grants given to the teachers and schools. We recognize that the current economy has burdened many PV families. PTA keeps all information on which students have or have not donated in strict confidence.*

If you need someone to proof your flyer before printing, please send it to Amanda Ramberg - [pvptasecretary@gmail.com](mailto:pvptasecretary@gmail.com) and the communications chair email: [pvptavpcommunication@gmail.com](mailto:pvptavpcommunication@gmail.com)

Flyers and posters should be hung up at least 2 weeks before an event and should be located at each school.