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Mothers' Club Invitation & Web Posting Guidelines 2009-2010

1. Mothers' Club will be consistent with Saint Thomas Academy's paperless solution for the 2009-2010 school year. Information that needs to be communicated to STA mothers should be posted on the website. This includes all invitations, event information, changes or similar notices, or other communications to some or all of the mothers.
2. Invitations for your event must use the name and trademark protocol established by STA. A copy of the guidelines established by the communications department is available on request if you have questions. In general, assure that there are no abbreviations in the name of the school, i.e. "Saint Thomas Academy", use the abbreviation "STA", and all references to Mothers' Club should use the "s" apostrophe (s').
3. Invitations or information should be emailed to Sue Applebaum at applesue2002@yahoo.com. Sue will post all your information on the Mothers' Club website. She will forward invitations or information which you **ALSO** want included in the STA weekly E-Newsletter to Mary Culbertson in the communications department for approval and inclusion in the E-News. Please indicate in your message to Sue whether the information is for only the website or for both the website and E-News, and what weekly E-News edition you want your event featured in. Unless you have questions, the information that goes to Sue should be in a final form.
4. Please make sure that materials are in Word, JPEG, or PDF file format.
5. If you wish to post pictures after your event, please provide them in JPEG format to Sue Applebaum.