

Eagle Flyer Guidelines for Publication and Submission Process

Mission: To keep Peter Kirk Elementary parents informed about news and activities of the school, district and PTSA.

Guidelines:

- 1) Submissions must directly relate to students, and/or the school, district, PTSA or education in order to be published.
- 2) Advertising is not accepted.
- 3) Political positioning is not accepted unless endorsed by LWSD, the Washington State PTSA or the national PTA.
- 4) Submissions from outside organizations that are non-profit, charitable, or civic organizations, whose mission meets guideline #1, may be published on the [community news page](#) of the PTSA website and linked to from the Eagle Flyer. Content is moderated at the editor's discretion.

Article Submission Process:

The Eagle Flyer is issued every Friday afternoon during the school season with exception of school holidays and breaks.

To submit an article for inclusion:

- 1) Ensure the article content is in compliance with the above guidelines.
- 2) Submit article to communications@peterkirkptsa.org. Images and supporting documentation welcome. **Due to privacy laws, all Peter Kirk student captured in images must be identified at the time of submission.**
- 3) All articles are due to the editor by Wednesday afternoon of the week's issue desired. Content received after this deadline is subject to the following week's inclusion.
- 4) The communications team reserves the right to edit/modify content for grammar and readability.

Any questions, please contact the communications team at communications@peterkirkptsa.org.