

The following **Copy Request Guidelines** are to be followed, when applicable. All committee chairpersons or individuals who have PTO information for school distribution must forward a final draft/copy to the school office prior to copy and distribution. The office must receive information two days prior to copy process or distribution. *It is school policy that all correspondence be reviewed and approved by the principal and/or office personnel prior to making copies for distribution.* This assures that the office staff is updated on PTO activities/programs and provides a quality check for data accuracy. The office will keep a record of all PTO correspondence on file for future reference.

The best way to send your final draft/copy to the office is by e-mailing to:

Mrs. Rastok at [srastok@highlandschools.org](mailto:srastok@highlandschools.org) AND

Mrs. Liszniansky at [slisznia@highlandschools.org](mailto:slisznia@highlandschools.org). AND

Mrs. Holland at [kholland@highlandschools.org](mailto:kholland@highlandschools.org)

The Subject line/Re: section should read: PTO Copy Request

A **Copy Requisition Form** [EXHIBIT 1] must be completed. The **Copy Requisition Form** can be found on the Hinckley Elementary webpage at [www.highlandschools.org](http://www.highlandschools.org) under the PTO Information Section, in the Copy Request Guidelines category. If you do not have internet access, you may send the final draft/copy to the school office in an envelope marked "Office – PTO Copy Request". The **Copy Requisition Form** is also available in the clinic located on the top of the PTO Filing Drawers.

You (chairperson) or a copy volunteer will make copies. A Class Room List is posted in the Copy Room. This list will help you determine the number of copies needed, per request. In order for the copier to run, the PTO key code number must be entered in the copy machine. This key code can be obtained from the school office. If you have questions on how to use the copy machine or copy machine is in need of service or toner, contact the office staff for assistance.

PTO is responsible for providing the copy paper for all PTO documents. Most PTO correspondence should be copied on **yellow** paper, as this is the designated color for PTO. However, a specific color may be used to compliment the activity/program being sponsored. Paper will be stored in the orange PTO cabinet located in the copy room. PTO will stock white, white legal, yellow paper and some colored. The PTO has a budgeted amount to spend on copy paper. You must first contact the PTO Treasurer to validate the budget before any special paper is purchased. *Refer to Income and Expense Guidelines for additional information.* Donations of paper will be accepted.

All copies must be given to the school office for distribution. The office staff will see that the information gets to the teacher's mailbox(s).

*Special Note: To conserve on paper, use half sheet correspondence whenever possible. Distributing to youngest child (sibling), recommended. You may also use the office e-mail distribution, by request. (Class list is posted in copy room).*



<b>PTO</b>		Date Sent To Office
<b>COPY REQUISTION FORM</b>		Date Received
<b>TO:</b>  _____	<b>RE:</b>  _____	
<b>FROM:</b>  _____	<b>Date to Copy / Distribute by:</b>  _____	
<input type="checkbox"/> <b>Number of copies needed:</b> _____		
<input type="checkbox"/> <b>Grade</b>	<input type="checkbox"/> <b>Class</b>	<input type="checkbox"/> <b>one sided</b>
<input type="checkbox"/> <b>All Students</b>	<input type="checkbox"/> <b>Youngest Only</b>	<input type="checkbox"/> <b>two sided</b>
<input type="checkbox"/> <b>All Staff</b>	<input type="checkbox"/> <b>Teachers Only</b>	<input type="checkbox"/> <b>Staple per copy</b>
<input type="checkbox"/> <b>Color -</b>	<input type="checkbox"/> <b>E-Mail Distribution</b>	<input type="checkbox"/> <b>half sheet</b>
<b>Principal's Signature</b>  _____	<b>Date Approved</b>  _____	

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<b>Principal's Signature</b>  _____	<b>Date Approved</b>  _____	