

PROCEDURES FOR OBTAINING CORRESPONDENCE APPROVAL

Please follow the following procedures to obtain approval for any correspondence that needs to be sent out:

1. Attach the Correspondence Approval Form below and place it in the PTO Correspondence - Letters to be Approved bin located near the volunteer log book near the teacher mailboxes. You should plan for all correspondence to go out to parents on Tuesdays. Please submit correspondence no later than the Tuesday *prior* to the Tuesday it should go home. Once approved, the letter can be forwarded on for copying and distribution by school staff if indicated on the form. If you need to obtain approval sooner, call the VIPS Coordinator or PTO President. If you need to obtain approval sooner, Committee Chairmen should call or email Cheryl Tupa, (281) 373-5195 (president@robisonpto.org) or Jeanne Decker, (832) 220-6281 (membership@robisonpto.org). Homeroom Coordinators/Grade Level Liaisons should call Jenie Strickland, (281) 304-5119 (vips1@robisonpto.org), or Kellie Berger, (281) 304-1910 (vips2@robisonpto.org)
2. You may also request approval via email by sending an email to the designated people in Step #1 above. If you receive approval via e-mail, attach the Correspondence Approval form below and the email and take to Sally Hall. She will route to the appropriate person for Administrative Approval.
3. Mark on the form what action needs to be taken after all approval is complete.
4. When the PTO Board Member approves it, it will be routed to the Administration for approval. (The Administration will not approve the letter without a PTO Board signature).
5. If you are going to make your own copies or need to attach a schedule prior to distribution, please mark "Place in PTO Correspondence- Approved bin". After it is approved, it will be placed in the PTO Correspondence File - Approved bin located near the volunteer log book near the teacher mailboxes. **BE SURE TO CHECK THE FILE ON THE FRIDAY FOLLOWING YOUR SUBMISSION SO YOU CAN HAVE EVERYTHING READY TO BE SENT OUT THROUGH SCHOOL ON THE NEXT TUESDAY.**

NOTE: Schedules (i.e. weekly reader, weekly helper, etc.) without any additional information or instructions DO NOT need to be approved.

PTO CORRESPONDENCE APPROVAL

Date: _____ Date to Send Home: _____ Grade Level: _____

This letter has been approved by:

PTO Board _____

School Official _____

Please make _____ copies of this letter and:

Place in the teacher's bin or mailbox for distribution after it has been approved and copied. (TEACHER: _____).

Place in the PTO Correspondence – Approved bin **

** It is the responsibility of the person submitting this request to pick up the approved letter and/or copies.

If there are any questions or concerns about this letter, please call:

Name: _____

Phone Number: _____