

Robert Frost PTA Listserve

Recipients

To join the PTA Listserve send a note to RobertFrostPTA@robertfrostpta.org with “Add to Listserve” in subject line and the name(s) and grade(s) of your Frost student(s) and your name and relationship in the body.

Messages

PTA Chairpersons and Frost staff members with information to distribute via the listserv can send a note to RobertFrostPTA@robertfrostpta.org with a short blurb on the event or topic. If there is too much information to convey in 1 or 2 sentences, please create a flyer (word document) with the details and send it with the 1- or 2-sentence blurb to the RobertFrostPTA id. A link to the flyer will be included with your blurb.

Policies

1. The announcements are a service provided by the PTA and it is staffed entirely by volunteers.
2. The listserv email is a service provided only to the PTA members.
3. The listserv email is sent out as early as possible on school days dependent on the daily events in both the RFMS office and the office of the PTA volunteer.
4. This is an information only listserv. It does not support discussion or outside postings.
5. There are 2 parts to the listserv messages:
 - a. School Announcements, submitted by the office. These are the daily morning announcements the students hear, published verbatim.
 - b. PTA Announcements, submitted by PTA members or school personnel. These are relevant to RFMS parents, PTA activities or school activities.
6. There will be days without announcements as sometimes there is nothing new to announce, or there's a crisis in the office or a volunteer's life. If you have an urgent question, call the school.
7. In general, PTA announcements for an event are made one week before, the day before, and the day of the event, as appropriate to the event.
8. In general, PTA announcements are not repeated daily in order to keep the emails short and readable.

Calendars

To stay abreast of events in the future, consult the online Robert Frost Middle School and PTA calendars.

<http://www.montgomeryschoolsmd.org/schools/robertfrostms/about/calendar.aspx>

<http://www.robertfrostpta.org/Calendar.html>