

Unit Newsletter Evaluation Form

Name of Unit: _____

Name of Newsletter: _____

Name of Editor: _____

Name of Council: _____

Requirements:

_____ Name of Unit

_____ Name of Newsletter

_____ Thirty-Third District PTA

_____ California State PTA

_____ Volume # and issue #

_____ Page # and date on each page

_____ Complete school name and address

_____ Name of Council

_____ Name of PTA President and Editor

_____ Month and year

_____ PTA logo and tagline

Content:

_____ Meeting Notice

_____ Calendar for school or
community

_____ Message from PTA President

_____ Thank you for services

_____ Information from Thirty-Third
District PTA

_____ Information from California &
National PTA

The newsletter should have eye appeal and readability.

The layout should have white space, titles & graphics.