

Green Gables PTA -- Copying Instructions

Revised 9/18/07

All flyers and newsletters must be reviewed by the PTA President or VP and Cheryl or Marsha before distribution.

There are two copy machines in the workroom – a riso and a regular copy machine.

- **For up to 20 copies:** Use the copy machine.
- **For more than 20 copies:** Use the riso machine.

The copy machine requires a code. Please do not give out the code to others. The riso does not need a special code to use.

You will need to bring PTA paper when using either machine. The paper is located in the lower left-hand cabinet in the PTA Room. Please use goldenrod for the Gecko Echo and the Gecko Express only. If you need special paper, please contact the PTA secretary.

Distribution Information:

When making copies of the Newsletter or a go-home, the following defines the number of copies you need to make for each classroom: **422 total minimum copies**

7 Sets of 28 Copies

For the following teachers: (K, 1, 2)

- Odman
- Chaves
- Louaythong
- Enz
- Salstrom
- Konrad
- Osterloh

8 Sets of 28 Copies

For the following teachers (3, 4, 5):

- Cross
- King
- Davenport
- Thompson
- Flory
- Vasei
- Ellis
- Dartt

2 Additional Copies – Date & file:

- In brown binder on Marsha Chiasson's desk (GG secretary).
- In white "Programs" binder on the counter in PTA room.
- All extra copies on the counter in the PTA room.