

## Newsletter Editor

This person is in charge of publishing and distributing the Anchor Newsletter for each meeting.

1. The week before each meeting, gather and organize information from the coordinators of upcoming events (such as Field Trips, Parties, Swimming, Activities, etc.). It is helpful to have the current week's monitor schedule included and the next meeting schedule.
2. Report on any special communications from teachers or the Anchor Board which will be given to the Editor when necessary.
3. The remainder of the newsletter can be as simple or involved as the Editor chooses. The newsletter is primarily for communication to Anchor parents, not the students. The newsletter can be on one page.
4. The newsletter does not have to be printed out. Email it to all Anchor families through the Anchor website. The newsletter can be printed out by each family if they wish to do that.
5. If you print anything save receipts from printing costs and submit them with a reimbursement form to the treasurer if you want to be reimbursed.