

# Thirty-Third District PTA

## *Unit Newsletter*

### Evaluation Form

Name of unit \_\_\_\_\_

Name of newsletter \_\_\_\_\_

Name of editor \_\_\_\_\_

Name of council \_\_\_\_\_

#### **Identification:**

- Name of unit
- Name of newsletter
- Thirty-Third District PTA
- California State PTA
- Volume no. and issue no.
- Page no. 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 council, Thirty-Third District PTA, California State or National PTA

The newsletter should have eye appeal and readability.

The layout should have white spaces, titles and graphics.