



Flyers for Distribution

- All flyers need to be approved by the PTA President(s) and Dr. Ehrhardt
 - Please email your flyer to the President first for approval and they will then obtain approval from Dr. Ehrhardt
 - Please specify if you want the flyer approved for hard copy backpack distribution, ebackpack, email blast, PTA website and/or PTA Facebook page
- Once approved, the President will notify you and you can make hard copies for backpack distribution, if needed

Copy Procedures

- Each committee is responsible for making their own copies for classroom distribution
- Copies can be made at the Administration Building at Benjamin Middle School
 - Call or email Cheryl Laabs and let her know when you'd like to come in
 - 630.876.7800 or claabs@bendist25.org
 - You will need to obtain the PTA copy card from Cheryl to utilize the printers
- Class counts are on the bulletin board in the copy room
- All copies should be collated by class and marked with a post it which class they are for so that secretaries can place them in the appropriate teacher mailboxes
- When doing hard copies, don't forget Best Buddies and Office Copies
- Hard copies are only distributed to 5th and 6th grades at Benjamin unless the copy is specific for 7th or 8th grades
- There is a copy log below the bulletin board, please log your name, committee and number of copies made