

Crossfield PTO

Communications Plan

Newsletter

- Newsletter will go out every Monday afternoon
- All submissions must be in by COB Wednesday prior to the Monday Newsletter
- Newsletter will be emailed weekly
 - If ABSOLUTELY necessary, special announcements may be emailed

Website

- Website will be updated within 2 days after information is submitted

Facebook

- Facebook will be updated within 12 hours after information is submitted

Emails

- Crossfieldpto.org email addresses will be created within 12 hours of request