Bishop's Peak Elementary School
Directory Chair
Job Description/Procedures

Collect, organize, and input all information required to print the School Directory. Distribute to BP classes within one month of the start of school.

- Directory information is included in Infosnap
- Put Directory form in start-of-year packet for families to fill out, and collect them from PTA basket. This form is usually printed on blue paper so it can easily be separated.
- Collect checks and cash from forms (for advertising: $10) or extra copies of Directory: $2) and fill out BP deposit form. Place all checks, cash, and deposit form into PTA safe for Treasurer to verify no later than two weeks after due date.
- Beginning in 2013, the School Directory will be made available via pdf with limited hard copies. Families who want a hard copy may purchase as many as they desire.
- Get the Excel list from Janet and incorporate student name, parent name, teacher, address, phone number, and email into an Excel or Word (two columns) program
- Follow-up with families for any missing information or money due. Keep all forms for at least one year.
- Reuse any pertinent information from previous year (such as BP logo, Mission Statement, No Sales art, school address and phone number). Update the following information for the current year (get from office secretary or PTA President):
  --Table of Contents
  --Staff
  --Room Representatives
  --PTA Board
  --Daily Schedule
  --School Year Calendar
  --Change any dates
- Scan paid advertisements (business cards) onto ad forms. May use previous business cards or new ones, if supplied.
- Cut and paste/scan paw print logos where appropriate
- The count for hard copies is as follows (confirm with secretary):
  --# of BP families that do not have computer access
  --# of extra paid copies
  --3 extras for office
  --1 for PTA box
  --2 for Directory file
- Print out camera-ready pages and proofread all information. Make an extra copy for file.

- Choose a cover color different from past few years. Print Directories on school copy machine, taking note of the paper used so the PTA can reimburse Janet and the Office
- Review and count directories when printed
- Room Reps will forward the pdf to their classroom parents
- Write oldest student's name from each family who will receive a hard copy and their teacher on the back of each Directory. Bundle by teacher with a copy of class list specifying if student is receiving extra copies or not receiving one due to an older sibling. Place in teachers' boxes to distribute.
- Place notice in newsletter: "Directories are available via pdf. If you did not receive it, please contact your Room Rep."
- Room Rep Co-Coordinators will ensure that new student information is updated in the School Directory pdf