

Pine-Richland School District - eNews Process FAQs

For Booster Organizations and Grades 7-12 Student Activities

Where do I Submit Information for eNews & What is the Deadline?

Submit information to eNews editor Jill Gruber at prnewsletters@pinerichland.org. The deadline to submit information is 8 a.m. on Wednesdays. If you cannot meet the deadline, email the editor before 8 a.m. on Wednesday what you will be submitting and when you will send the final info. Then, please meet that commitment. Please be sure your [fundraiser is approved](#) and [facility use is approved](#) prior to submitting

When Will I Hear Back after Information is Submitted?

The eNews editor will reply to you by Wednesday to let you know what is happening with your submission or with any questions.

When Should I Submit Information?

Information should be submitted by 8 a.m. on Wednesdays. It is recommended that information is submitted a minimum of two weeks before the event or the deadline to ensure effective communication.

What Information is Needed?

Email the details including who, what, when, where why, how. If there is a lot of information or if you have a flyer, please ensure that the details are posted to your organization's website and include the link to that page on your website in your submission email.

For events/clinics, *include the disclaimer on your website and/or flyer that your organization is not affiliated with the Pine-Richland School District.*

If your event will include alcohol, tobacco, or firearms, we cannot publish the information using school resources. There are a variety of community resources to advertise your event.

What happens to your Information after Submitting?

Unless otherwise specified in your submission, information will be added to the next Student Activity/Booster eNews delivered on Thursdays to grades 7-12. In the spring, grade 6 may also be included if there is relevant information for rising 7th graders. If you are submitting a season kick-off meeting, the information will also be added to the appropriate building's calendar. Information will be repeated until deadline or event has passed – no need to resubmit unless there is an update.

If the information submitted is relevant to the general population (i.e., fundraisers, youth clinics, etc.), the information will also be posted to the community newsletter, PR Happenings, which is delivered on Saturdays to families with children in grades K-12.

What information is not communicated via the school's eNews?

Per board policy, events where there will be alcohol, tobacco, or firearms cannot be published using the school's resources. There are a variety of community resources to advertise your event.

We will publish season kick-off meetings to alert students/families who may be interested in participating in this activity. We do not publish general booster meetings or information intended exclusively for booster members. Most booster organizations have a method for communicating information to its members. However, we will be happy to post general booster meetings to the PRHS school calendar.

We do not publish game schedules unless the game is also an outreach or special event. Game schedules are available on the Athletic Department's website.

What about Paper?

PRSD is paperless. We kindly request that booster organizations not ask the school buildings to distribute paper to the students.

What about Summer Camps?

Athletic Summer Camps must be submitted to the Athletic Department for approval and posting to their Summer Camp page. Please be sure to include the disclaimer that your organization is not affiliated with the Pine-Richland School District. For non-athletic camps, please submit information to prnewsletters@pinerichland.org. Your information will be included on the general Summer Camp page. Please ensure to include the disclaimer that your organization is not affiliated with the Pine-Richland School District.

All camps (Athletic & General) will be available on one page on the PRSD website. This page will be accessible for all families from the Saturday edition of PR Happenings. The Summer Camp page is generally added to Happenings around January or February (depending on when Summer Camp information is initially submitted).