

Pine-Richland School District - eNews Process FAQs

For Community Non-Profit Organizations

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.

When Will I Hear Back after Information is Submitted?

The eNews editor will reply back to you by Thursday 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. There is no need to write an article. If there is a lot of information to be communicated or if you have a flyer, please ensure that the information is posted to your organization's website and include the link to that page on your website in your submission email. Please confirm that your organization is a non-profit.

For events/clinics, please include the disclaimer on your website and/or flyer that your organization is not affiliated with the Pine-Richland School District if your organization's name includes Pine-Richland.

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 PR Happenings, which is delivered on Saturday's to PRSD families in grades K-12, staff, and registered community members. Community events will be posted to the Community calendar. Every edition of PR Happenings included a link to the Community Calendar.

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 We do not publish information for for-profit organizations or businesses.

What about Paper?

PRSD is paperless. We kindly request that community 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 if your organization's name includes Pine-Richland or the name may indicate that this is a PR organization. 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).