

M-A PTA BEARNOTES

BearNotes is the M-A school newsletter for the parents, staff, and students of M-A. Its purpose is to communicate school news and upcoming events with our community. The PTA sends BearNotes to registered users by email once a week on Sunday evenings.

GENERAL DIRECTIONS	
Editor Duties	<ul style="list-style-type: none">● Review all new submissions for the weekly newsletter● Check for spelling and grammar● Editors rotate assignments and generally edit one BearNotes a week
Proofreader	<ul style="list-style-type: none">● Works with the Lead Editor and serves as a “first reader” of the BearNotes newsletter before it is published on Sunday● Check links and the calendar section for accuracy● Check general adherence to the BearNotes Style Guide● Proofreaders rotate the assignments and generally proofread one BearNotes each month during the school year
Spanish Translation	<ul style="list-style-type: none">● Translate BearNotes newsletter into Spanish over the weekend for the Sunday edition