



2021 – 2022 Communications Notes for Chairs

A special thank you to all Board Members, Committee Chairs and Parents for volunteering your time this year. In an effort to work as efficiently as possible, we've developed the following overview of F.Ave PTO communication channels and details regarding how to best leverage them.

Google Drive + PTO Email Addresses

The F.Ave PTO Google Drive is the repository for all key PTO documents – including previous years' activities as well as current. Executive Board Members, plus anyone with a dedicated favepto.org email address, can easily access the Drive. To do so, simply log-into via your F.Ave PTO email accounts (listed below), and access the Drive app.

president@favepto.org	Leah Humphries/TBD
vice-president@favepto.org	Wendi Stone/MJ Blakely
treasurer@favepto.org	Sybill McCullar/Carol Hill
secretary@favepto.org	Leah Humphries
ptovolunteer@favepto.org	Kate Swett
communications@favepto.org	Holly Peyer/Alina Crews

We're still getting this organized for this new year, but feel free to log-in now and check it out. If you've never logged in or need to reset your password, please reach out to Holly @ communications@favepto.org

All PTO documentation is readily available to Committee Chairs as well – just contact your Board Member liaison and let them know what you're looking for. If it exists, your Board contact will pull it off the Drive and email to you.

Please remember to share the final version of any documents created this year with your Board liaison, who will ensure it gets added to the Drive for future reference.

Process for PTO Events & Announcements

The following channels are available to communicate PTO news and events to our community:

- Weekly Falcon Flyer eBlast (*goes out every Thursday; submissions are due Tuesday*)
- PTO Facebook Page (*please like/follow if you aren't already: Fifth Avenue Upper Elementary PTO. We also post on the "unofficial" FAVE-rites page as well!*)
- PTO Website favepto.org
- Room Parents

When you want to share information via one of these channels, please email your request to communications@favepto.org – including all of the pertinent details. Alina will be on point this year for gathering all communications requests, and she will distribute accordingly.

One exception: if you only need something conveyed via the Room Parents, please contact Shea Whitehead, Room Parents Coordinator, directly shea.whitehead@gmail.com.

PTO Website

You can access the FAVE student directory as well as latest PTO information at www.favepto.org. Please note: this is separate from the school website, which is managed by CSD, <https://www.csdecatur.net/FAVE>.

The first time you visit www.favepto.org a password is required to ensure that all new users are part of our community: FAVEFalcons (case sensitive, no spaces)
Beyond the student directory and current PTO happenings, you can also donate/become a "Friend of F.Ave" and purchase Spirit Wear on our site, once it's available.

Thanks again for your support. We're looking forward to a productive year! For specific questions or ideas regarding PTO Communications, please contact Holly or Alina.