



Conway School Association

Conway Communications

There are several communication tools available to you to distribute your announcement or message to the Conway community. Within the past year, CSA has worked hard to greatly reduce the amount of paper used for communications. Please read the instructions below on how to utilize each of our channels and help us continue our environmentally friendly efforts. .

Thank you for all you are doing for our wonderful Conway community!

1. Friday Folder Procedures:

1. Please obtain approval for your Friday Folder insert from the Principal, Dr. Lane Narvaez and the CSA President, Stephanie Walker (stephaniechipwalker@yahoo.com) or Sarah Oberman (sarah.oberman@yahoo.com)
2. Once approved, please make the appropriate number of copies per grade, separated out by class (these numbers may be obtained in the office from either Sandy or Rita). Please distribute copies to the teachers' mailboxes.
3. Copies must be in teachers' mailboxes by **NOON** Wednesday for Friday distribution.

* Note: During weeks with no school on Friday, this deadline is pushed back one day.

2. RAMinders:

RAMinders is our school-wide email procedure. It is used to disseminate urgent or special information when using Ram Pages is not a viable option because of timing (i.e. "gift wrap forms due tomorrow!"). In an effort to continue to decrease use of flyers, this (and Ram Pages) are the preferred form of communication.

1. Please obtain approval for you RAMinder from the Principal, Dr. Lane Narvaez and the CSA President, Stephanie Walker (stephaniechipwalker@yahoo.com) or Sarah Oberman (sarah.oberman@yahoo.com).
2. Please send your message, as you would like it sent, to CSACommunications@hotmail.com with a copy to Denise Christen, CSA Secretary at denisechristen@att.net.
3. Please include the message within the body of the email to avoid being bumped into spam folders, or attach a Word Document or PDF file if necessary.
4. RAMinder requests will be checked each day by 3:00p.m. Your message can be sent within 24 hours of receipt. If however, you have a specific time/date you would like it to be sent out, please let Denise know



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3. RAM Pages:

RamPages is bi-monthly publication with articles, dates, and other information regarding upcoming or past events.

1. Please obtain approval for you RAMinder from the Principal, Dr. Lane Narvaez and the CSA President, Stephanie Walker (stephaniechipwalker@yahoo.com) or Sarah Oberman (sarah.oberman@yahoo.com).
 2. Please send your submission to Audra Harrold at aeharrold@gmail.com. We reserve the right to edit copy as necessary to accommodate the needs everyone.
 3. Please consult the www.conwayschoolassociation.com on the RampPages tab for Cutoff Dates for Copy and Publication Dates for 2013-2014.
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4. Website:

Please send all info you would like posted on the website to David Marks at david.marks@erac.com. Please allow one week for info to be posted