

Parts of a Newsletter

School Name

Volume 1, Issue 1
Newsletter Date

Newsletter Name



Name of Principal
Principal

Name of PTA President
PTA President

Name of Editor
Editor

Name of Vice President
Vice President

Name of Secretary
Secretary

Name of Treasurer
Treasurer

Name of Membership Chair
Membership Chair

Name of Volunteer Coord.
Volunteer Coordinator

The Newsletter Title is a publication of School Name and PTA Name. It is designed to keep you informed on all the happenings at School Name.

It is published 7 times per year in August, September/October, November, December/January, February, March/April, and May.

The deadline for submission is the 10th of the month prior to publication date. Submissions should be emailed to the editor at: name@someisp.com

School Name
PTA Name
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Tampa, Florida 336xx

Phone: 555.555.5555
Fax: 555.555.5555
PTA Office: 555.555.5555

www.schoolname.mysdhc.org

Nameplate—this is what holds your newsletter’s name. It is inextricably linked to the way readers will perceive your publication. It should be very prominent on the first page and can either be horizontal at the top of the page, or vertical at the left of the page. Your nameplate should be bold and stand out and should include a logo or image (like your mascot) if possible. This is also typically where you will locate the publication date and volume/issue number. **Note:** if you are doing a combined school/PTA newsletter, you will be required to use the District’s new nameplate.

Masthead—The masthead reveals the purpose of your newsletter. It is usually on page 1, but can also sometimes be found on page 2. It should include your name, address, how and when articles should be submitted, publication schedule, the name of your principal, the PTA president, and the editor, as well as any other “boiler plate” information you want to appear in every issue. This section of your newsletter should always be in the same place and should only change if you’ve had a personnel change.

Headlines—The titles of the individual articles in your newsletter. Do not put headlines in ALL CAPS AS THEY ARE HARDER TO READ.

Article Headline Should Stand Out

Body—This is the text of the articles. You will want to keep a consistent font and formatting for your article bodies. Columns work best for newsletters. Use a font that is easy to read!

By Jo Neuman
HCC Newsletter Editor

Bylines—Use a byline to give credit to the author of a particular article. Bylines can appear at the beginning or end of an article. Pick what you like and remain consistent with all bylines appearing in the same place.