

MSAD #51's Weekly Newsletter

Submission Guidelines

MSAD #51 offers an email service to our school/school affiliated groups and local nonprofit organizations to share information in our weekly newsletter and post on our website. Our newsletter goes out to all of our staff, parents and over 1,000 community members.

Don't get the district's newsletter and would like to subscribe? [Click here to sign up!](#)

In addition to District and School news, our newsletter is split into two sections: Community Partners and Community Notices.

COMMUNITY PARTNERS: groups that originate or directly benefit the schools or groups within the schools (ie: PTO, Foundation 51, GHS booster groups, student run clubs)

COMMUNITY NOTICES: groups that are outside of the district, but has information that parents/students might like to be aware of (ie: youth sport sign ups, local nonprofit events/programs, town information).

Below are the guidelines for submitting a notice/flyer/program to be added to the newsletter. **Please note that you must have a gmail account to submit the form. If you don't have a gmail account, you will be prompted to create a free account before filling out the form.**

If you are completing the form as a COMMUNITY PARTNER group:

- You may submit any event twice.
- You must submit the form by Monday at 8AM on the week you wish your notice to be posted and you must do this for each week you wish it to be posted, up to two postings.
- If you have a flyer image, it must be in a jpg or png file format.
- You must complete this [google form](#) in its entirety.

If you have any questions, please contact Tammy Tarling at ttarling@msad51.org

If you are submitting a notice/event/program as a COMMUNITY NOTICE group:

- You may submit any event once.
- You must submit the form by Monday at 8AM on the week you wish your notice to be posted.
- If you have a flyer image, it must be in a jpg or png file format.
- Complete this [google form](#).

If you have any questions, please contact Tammy Tarling at ttarling@msad51.org

****Please note****

In an effort to go as green as possible, we will not be sending flyers home in backpacks or posting flyers in the schools unless they are related directly to a student group.