

# **“eNews the quick, down and dirty of weekly news from Boulder High”**

## **Boulder High School eNews Guidelines**

The purpose of the eNews is for current, weekly news events, announcements and activities pertinent to parents of Boulder High.

**WHO** can submit to eNews:

1~BVSD organizations, Boulder High School organizations.

2~We cannot accept private organization’s advertisements or announcements.

**WHAT** can be submitted to eNews:

1~All entries must be Boulder High related

2~Entries must be five typed lines or less

3~Entries should include, dates, times and places of events

4~Links with more information can be included

5~No attachments please

6~Microsoft Word format or embedded in entry email only

7~Frequency (repetition) of the submission will be at the discrepancy of the PAC secretary.

**WHEN** should entries be submitted by:

1~Entries must be received by the previous Friday at noon

2~eNews will be sent on Monday evenings (approx.)

**HOW** to submit an entry for eNews:

1~ Send your entry to [enews@bhspac.org](mailto:enews@bhspac.org)