

WEDNESDAY ENVELOPE COPY INSTRUCTIONS

(rev Sep 20, 2011)

1. Be sure flyers are translated to Chinese & Spanish if possible. Google translator (translate.google.com) is acceptable for Spanish, and we have volunteers to help with Chinese. E-mail sloatparents@gmail.com for help.
2. Save paper when you can: incorporate translations on same page, use half sheets, etc.
3. Use pastel paper for cover page only to save \$\$\$\$. Subsequent pages can be copied on plain white.
3. Have your copies made and distributed to teacher mailboxes by 2:40pm Tuesday for it to go out the following Weds.

English, Chinese & Spanish are incorporated on SAME flyer																		
	D1	D3	D4	B4	D2	B1	A4	C1	A1	C4	A3	C2	A2	C3	B3	B2		
	Loia	Walsh	Went.	Moore	Seiki	Siddle	Copel.	Reilly	Wong	Jarav.	Mansir	Privit.	Dwyer	Kenney	Schock	Leish.		
Make this many copies (# includes teacher copy):	23	22	23	23	23	23	23	22	23	22	23	20	33	32	34	34	403	TOTAL

English, Chinese, & Spanish are on SEPARATE flyers																		
	D1	D3	D4	B4	D2	B1	A4	C1	A1	C4	A3	C2	A2	C3	B3	B2		
	Loia	Walsh	Went.	Moore	Seiki	Siddle	Copel.	Reilly	Wong	Jarav.	Mansir	Privit.	Dwyer	Kenney	Schock	Leish.		
Make this many ENG copies (# includes teacher copy)	21	21	21	22	20	19	16	12	15	16	17	17	24	24	30	26	321	TOTAL
Make this many CH copies	1	1	0	1	2	4	6	8	8	6	5	3	9	4	4	8	70	TOTAL
Make this many SP copies	1	0	2	0	1	0	1	2	0	0	1	0	0	4	0	0	12	TOTAL

E-MAIL ONLY PROGRAM

Some families choose to receive Weds envelope materials by e-mail only, so we can save paper & money. Use these instructions:
And please write "E-mail-Only Program" on the first sheet of each class stack so the envelope stuffers know!

Green Version - English, Chinese & Spanish are incorporated on SAME flyer																		
	D1	D3	D4	B4	D2	B1	A4	C1	A1	C4	A3	C2	A2	C3	B3	B2		
	Loia	Walsh	Went.	Moore	Seiki	Siddle	Copel.	Reilly	Wong	Jarav.	Mansir	Privit.	Dwyer	Kenney	Schock	Leish.		
Make this many copies (# includes teacher copy)	18	13	15	20	21	14	19	14	21	18	20	19	28	25	29	32	326	TOTAL

Green Version - English, Chinese & Spanish are on SEPARATE flyers																		
	D1	D3	D4	B4	D2	B1	A4	C1	A1	C4	A3	C2	A2	C3	B3	B2		
	Loia	Walsh	Went.	Moore	Seiki	Siddle	Copel.	Reilly	Wong	Jarav.	Mansir	Privit.	Dwyer	Kenney	Schock	Leish.		
Make this many ENG copies (# includes teacher copy)	16	12	13	19	18	10	12	5	13	13	15	16	19	18	25	24	248	TOTAL
Make this many CH copies	1	1	0	1	2	4	6	7	8	5	4	3	9	3	4	8	66	TOTAL
Make this many SP copies	1	0	2	0	1	0	1	2	0	0	1	0	0	4	0	0	12	TOTAL