

Towamensing Elementary School

Health and Safety Plan

Yearbook

2020-2021

Advisors: Trisha Green
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The Towamensing Elementary School yearbook is produced digitally. Advisors meet to collaborate and discuss the yearbook for Towamensing Elementary School.

Towamensing Elementary School collaborates with a representative from Dan's Camera for the publication of Towamensing Elementary School's yearbook.

The Towamensing Elementary yearbook is distributed in the fall of the next school year. This yearbook will include spring activities from the previous year.

Roles of Advisors:

- Communication with representative(s) from Dan's Camera
- Set up options for submission of photos (Google Drive and direct email addresses to yearbook website)
- Communication with staff members at Towamensing Elementary School
 - Staff members may submit photos using the submission options
 - Creation of digital flyer regarding the online ordering process for a yearbook to be posted on the district website
 - Distribution of yearbooks in the fall of the next year
- Take photos during the school year
 - Student activities
 - Special events
 - Student life at school
- Determine and create layout and theme of yearbook
- Communications with families
 - Online ordering process
 - Distribution process
- Ordering Process
 - Communication to staff and families
 - Communication with Dan's Camera
- Distribution of Yearbooks
 - Dan's Camera will deliver yearbooks to Towamensing Elementary School
 - Advisors will sort yearbooks and distribute to student's homeroom teacher
 - Yearbooks for seventh grade students will be boxed and sent to the Junior High