

## **BROPHY MOTHERS' GUILD E-MAIL GUIDELINES**

### **Guidelines for submissions of e-mail notices**

1. All e-mail must be approved by the Mothers' Guild President before the Technology Committee can post it.
2. E-mail messages should have Brophy somewhere in the subject line.  
REASON: so they don't get deleted as junk mail.
3. Please try and consolidate information to be sent out so as to not overwhelm our moms with too much e-mail.
4. Avoid putting graphics or animated images of any kind into e-mails. You may include any attachments (ie., flyers, invitations)  
REASON: to avoid conflicts on the receivers' end, since we are dealing with many different versions of software and different levels of hardware on the other end.

### **Guidelines for submission of Web page information**

1. All website submissions must be approved by the Mothers' Guild President before they can be posted.
2. You may submit material in Word, text or html format, but please sent pictures that are included in the document along with it as a separate .jpg (JPEG) file.  
REASON: pictures and words are stored separately in website folders.
3. Pictures: it is best to use a medium compression (good, better, best) for picture quality when submitting photos for the website.  
REASON: if a picture has too many pixels, download times for website pages increase dramatically.

### **Submit Requests to:**

**Lisa Khnanisho**  
**Brophy Mothers' Guild President**  
[President@brophymothersguild.org](mailto:President@brophymothersguild.org)

**Or**

**Shelly Scheuring**  
**Brophy Mothers' Guild 1<sup>st</sup> Vice President**  
[Vicepresident-1@brophymothersguild.org](mailto:Vicepresident-1@brophymothersguild.org)