

JAMES MADISON HIGH SCHOOL - [WWW.FCPS.EDU/MADISONHS](http://WWW.FCPS.EDU/MADISONHS)

## MADMEMOS HAS A NEW LOOK!

### INSIDE THIS ISSUE!:

- ❖ You can receive the PTSA Newsletter (*MadMemos*) via email.
- ❖ Form to choose how to receive *MadMemos*

### MADMEMOS

Published Monthly  
by The James  
Madison High School  
Parent Teacher  
Student Association  
(PTSA)

### IMPORTANT NUMBERS

Main Office  
703-319-2300

Guidance Office  
703-319-2322

Attendance Office  
703-319-2319  
703-319-2503  
(Message Machine  
(3 p.m. - 9 a.m.)  
703-319-2348

### JAMES MADISON HIGH SCHOOL

2500 James Madison Dr.  
Vienna, VA 22181

## PTSA PRESIDENT'S MESSAGE

August 14, 2004

Dear fellow parents,

Welcome back to another exciting year at James Madison High School! I am writing to you on behalf of your Parent Teacher Student Association (PTSA). All parents, teachers and students are encouraged to join and participate in our PTSA. We meet in the multi-media center (formerly known as the library) on the second Monday of each month at 7:30 pm. Our first meeting this year will be on **Monday, September 13** and everyone is invited. We will discuss the plans for the 2004-2005 school year and discuss our budget.

On **September 21, 2004** at *Back to School Night* we will have a brief general membership meeting and vote on the final budget. We need your input on the budget, so plan to join us at the first meeting September 13.

Communication is key to parental involvement and support. To enhance our ability to get information to our parents we are trying to create a database of email addresses which will be maintained by Maria Alvarez-Lundie ([alvarezmaa@hotmail.com](mailto:alvarezmaa@hotmail.com)). Please help us keep in touch by providing us with your current email addresses. Our main communication tool is *MadMemos*, a PTSA generated newsletter, which will include information about upcoming events sponsored by various groups at Madison, opportunities to participate in activities in the community, as well as communications from the faculty. This year we would like to encourage parents to receive their *MadMemos* via email. On the back of this letter there is information on how you can receive *MadMemos* electronically. The cost of printing and mailing *MadMemos* is significant so moving towards an electronic newsletter would be beneficial and information can be disseminated more quickly. If however, you prefer to receive a copy in the mail, we are prepared to offer this option.

We have a dedicated group of volunteers serving on the board. We work together to create a positive experience for all of the students attending JMHS. Please do your part and volunteer where and when you can by filling out the volunteer form in this packet. Thanks to the support of parent volunteers we are able to provide many services, which would be prohibitive without donated manpower. We have enjoyed the benefits of a technology grant for the past five years. That grant money has been used to obtain computers for needy families, purchase necessary equipment and to provide training. We have used most of the funds from the original grant and we would like to re-apply for this funding but we need someone with experience in writing grants, if any of you have experience with grant writing and can assist us, please contact me.

Sincerely,  
Martha Peacock  
JMHS PTSA President 2004-2005  
703-281-9185  
[FPSPBA@aol.com](mailto:FPSPBA@aol.com)



## YOU CAN NOW RECEIVE THE PTSA NEWSLETTER (MADMEMOS) VIA EMAIL

Beginning this year you have the option to receive the PTSA newsletter as an attachment via email as well as PTSA related volunteer information.

Not only will email save significant preparation, mailing, and printing costs of the newsletter, but it will also save trees and give you earlier access to important information. For some families, the newsletter doesn't arrive until a week or more after mailing.

Please provide us your email address using the form below. Indicate your choice of receiving the newsletter via email, as an attachment, or via regular USPS mail.

View current and past issues of MadMemos online at <http://www.fcps.edu/MadisonHS/news/madmemos/madmemos.html>

The deadline to submit items for inclusion in *MadMemos* is the Wednesday evening following the PTSA meeting (PTSA meetings are held the second Monday of the month). Items must be submitted exactly as you want them to appear in *MadMemos*. The articles will be run through spell check but no editing will be done otherwise. Attachments of forms will be accepted and will be printed "as is".

**Plan dated events well in advance, the newsletter will be received in homes the 1st week of the month (sooner via email).**

### **MadMemos schedule:**

- ❖ Submissions due 2nd Wednesday of the month. (i.e. September 15)
- ❖ Newsletter to printer by 3<sup>rd</sup> Monday of the month. (i.e. September 20)
- ❖ Newsletter sent via email attachment by 3<sup>rd</sup> Monday of the month. (i.e. September 20)
- ❖ Newsletter in homes via regular email by 1<sup>st</sup> week of month. (i.e. October 4-8)

NAME: \_\_\_\_\_

STUDENT CLASS YEAR: \_\_\_\_\_ 2005 \_\_\_\_\_ 2006 \_\_\_\_\_ 2007 \_\_\_\_\_ 2008

EMAIL ADDRESS(ES): \_\_\_\_\_

I WOULD LIKE TO RECEIVE MY *MADMEMOS* AS AN EMAIL ATTACHMENT \_\_\_\_\_

I WOULD LIKE TO RECEIVE MY *MADMEMOS* VIA REGULAR MAIL \_\_\_\_\_

COMMENTS AND SUGGESTIONS: \_\_\_\_\_

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