



Guidelines for Publication

The Kang Crier is a publication of the Lake Washington High School PTSA.

Mission

To keep Lake Washington High School parents informed about news and activities of the PTSA, school and district.

Guidelines

1. Submissions must directly relate to LW students, and/or Lake Washington High School, Lake Washington School District, or LWHS/Council PTSA in order to be considered for publication.
2. Advertising is not accepted.
3. Political positioning is not accepted unless voted and approved by LWHS PTSA Board of Directors and/or Membership.
4. Submissions from outside organizations must be distributed through the LWSD Peachjar system. See the Peachjar section on the next page.
5. School groups or PTSA that wish to communicate with multiple schools may use the LWSD Peachjar system. See the Peachjar section on the next page.

Submission Notes

- [E-mail](#) completed article and any graphics, photos or documents to be included, if applicable.
- Before sending the content, fact check and verify all information is included:
 - Which classes are involved?
 - Event/Topic Subject?
 - Location?
 - Date and time?
 - Purpose?
 - How to register/get tickets/find more info
- Content must be received by submission deadline.
- All submissions are subject to further editing.
- All submission questions should be directed to kangcrier@lwhsptsa.org.

Peachjar

Peachjar is the Lake Washington School District tool offered for PTSA's, school groups and outside not for profits wishing to send information electronically to families at any of the schools. Distributions happen every Tuesday and Thursday during the school year.

Submissions from PTSA

PTSA communications is welcome to use Peachjar to reach families at other LWSD schools.

- Submission materials must have text clearly stating "sponsored by ___ PTSA".
- Use the [electronically fillable form](#) to complete submission details.
- Submit the form and image/document to [Chris Robison](#) at LWSD.



Submissions from LWS Community Groups

Lake Washington High School community groups that wish to send a notification to families at LWS and/or other Lake Washington School District schools are welcome to use the Peachjar system.

- Submission materials must have text clearly stating “sponsored by ___ booster club”.
- Use the [electronically fillable form](#) to complete submission details.
- For LWS submissions, send form and image/document to [Mili Nelson](#) in the LWS office.
- For other schools, send form and image/document to [Chris Robison](#) at LWS.

Submissions from Outside Organizations

While we cannot publish information from outside companies, the Lake Washington School District does allow non-profit organizations to send notices to families at one or more of their schools through the [Peachjar system](#). You can find all of the instructions and information on the “[Advertising in LWS](#)” page.

Any non-profit organization seeking permission to distribute materials through the schools must meet the following requirements:

- Qualify as a non-profit, charitable, or civic organization (UBI or Tax ID number required), and
- Present materials of educational, civic or cultural value, and
- Submit materials through the [Peachjar system](#) and receive approval from the district before the items are distributed.