



Liberty Weekly

Date: Friday, May 9, 2008

Last day for AST—The last day for After School Tutoring will be Thursday, May 15th.



Recorder/African Drumming Demonstration— On Monday, May 12th the 4th and 5th grade students will present a “demonstration” program to show what they have been learning in music class this semester. The program will begin at 1:15 and will conclude at approximately 2:15. It will be held in the PAC. Parents are welcome!

Last day for the Y Program—The last day for the after school Y program has been changed to Friday, May 16th.

Yearbooks— We are now taking orders for yearbooks. Preorders will be \$7.00 each and those ordered after enrollment in August will be \$10.00 each. You may order the yearbooks in the Liberty office.

Fun in the Sun— The Fun in the Sun activities will be held at Carousel Park in Joplin on Wed., May 21st. This will be for Pre-K—5th grade students. The park will be closed except for Galena students.

Liberty Award Assembly—The end of the year Award Assembly will be held Thursday, May 22nd from 9:00-11:00 a.m. in the PAC. Parents are invited to attend!



Times will be from 8:30 a.m.-2:00 p.m. Lunch will be provided for students and staff.
3rd grade AST— Due to a 3rd grade field trip we will cancel AST for 3rd grade on Wednesday, May 14th.

Things to Remember:

Friday, May 9th:
All library items were due today

Tuesday, May 13th:
5th gr. To Recycling Center and Ronald McDonald House 8:30-11:00

Wednesday, May 14th:
AR cut off date
3rd gr. To Branson-Titanic 8:00-4:30

Thursday, May 15th:
5th gr. To The Bridge 9:30-2:00

Friday, May 16th:
Recorder Responsibility Pizza Party 11:30-1:00

SPELLING TESTS

3rd grade— May 16th

4th grade— May 16th

5th grade— May 16th

Mrs. M. Smith's class — May 16th

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool



Caption describing picture or graphic.

is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter

is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business

is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of



Caption describing picture or graphic.

clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

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Caption describing picture or graphic.

Business Name

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
Email: xyz@microsoft.com

Your business tag line here.




K.D.

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

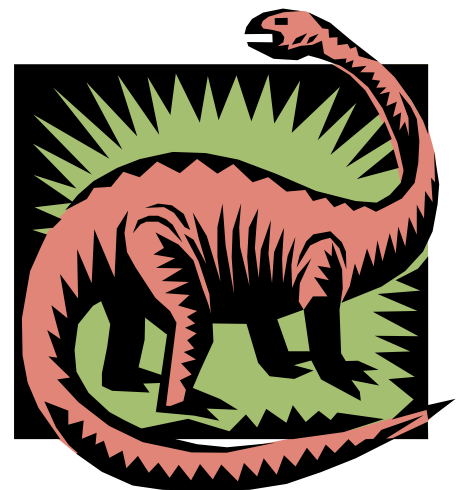
A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark

their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.