

## ExSample PTA Email/Communication Questionnaire

Name:

Best email address to use:

Expected response time:

Best time to receive phone calls:

Best phone number to be reached at:

Is the above email a family used email: \_\_\_\_\_ If yes, is it password protected: \_\_\_\_\_

Other commitments or days of the week that we can expect a slower response time:

Other Board of Director I will contact in case of technical problems or emergencies:

*Reminder: Reread your email before you hit send. Does it represent you well? And double check who you are sending the email to, is it going to the intended person?*