



Parent-Teacher Association  
 Of  
 P.S. /I.S. 104  
 9115-5<sup>th</sup> Avenue – Brooklyn, New York 11209  
 Telephone: (718) 836-4630  
 Email: [pta104@gmail.com](mailto:pta104@gmail.com)

January 14, 2020

Dear Parent/Guardian,

Join us in congratulating our graduating 8<sup>th</sup> graders by taking advantage of the opportunity to create a personal ad for your child in our Yearbook. Your ad will be something that can inspire them and recognize their accomplishments. Your personal ad also contributes to the fundraising efforts of the P.S. /I.S. 104 PTA.

There are two methods you can use to enter your personal ad:

- 1) You can go directly online (Directions are attached).  
**\*\*MUST be submitted by February 13, 2020.**  
**OR**
- 2) You can create your ad on the attached layout and submit it to the school.  
**\*\*MUST be submitted by March 2, 2020.** The page will be scanned and sent to the Yearbook company.

**There are a few things you need to remember when creating the ad:**

- There will be no proofing done by the school.
- All work must be typed and fit the format exactly. Anything hanging over will be cut off and eliminated.
- Layout and photos will NOT be returned.

Be creative-you can use photos, clipart, and quotes.

**PRICING:**

Full Page	\$100.00
Half Page	\$50.00
Quarter Page	\$25.00

**MAKE CHECKS PAYABLE TO: P.S. / I.S. 104 PTA**

Sincerely,  
 P.T.A. Of P.S. / I.S. 104

**IF CHOOSING TO SUBMIT THE LAYOUT TO THE SCHOOL, PLEASE SUBMIT THIS FORM WITH YOUR LAYOUT.**

\_\_\_\_\_ **RECEIPT TEAR HERE** \_\_\_\_\_

Student Name & Class \_\_\_\_\_  
 Amount of Donation \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Date \_\_\_\_\_

FOR PTA- Enclose this portion with payment and business card or message in attached envelope.

\_\_\_\_\_ has paid for advertising in the P.S. /I.S. 104 Yearbook.

Amount of Donation \_\_\_\_\_  
 Ad Size \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Date \_\_\_\_\_

