

**This is for PTA/PTSAs that handwrite the names on the cards.**

Instructions for use:

1. Open the Word File. Check that font is Verdana and font size is 8.
2. Replace “local unit number” with your PTA’s unit number. (This is always 8 digits.)  
Contact the region director if you are unsure of your PTA number.
3. Replace “local unit name” with your PTA name.
4. CAUTION: Check alignment with your printer by making a photocopy of a sheet of cards and loading it into your printer’s paper bin. Print a sheet and see if everything aligns before moving to the next step. You can make slight adjustments by changing the font size or adding or removing a paragraph return character. Call Sue Budak (847-891-6080) if you are having too many problems.
5. Set number of copies to number of sheets of cards you wish to print. You may want to print only a few copies at a time, just in case your printer jams with the heavier cardstock.