**ARTICLE I - NAME**

The organization shall be named Doris Sanders Parent-Teacher Organization (PTO); herein referred to as the PTO.

**ARTICLE II - MISSION STATEMENT**

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

1. Providing an organization through which the parents, school, and teachers can work cooperatively; and
2. Providing financial support for programs funded outside of the annual school budget.
3. Providing an organization through which the parent, school, and teachers can work towards needed improvements for the school or school program/s or other school related events.

**ARTICLE III - POLICIES**

**Section 1:** The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

**Section 2:** The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

**Section 3:** The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

**Section 4:** The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

**Section 5:** Any person volunteering at a PTO event or serving in an official PTO position must have an approved application check prior to volunteering.

**ARTICLE IV - FISCAL YEAR**

The fiscal year of the PTO shall begin on September 1st and end on the following June 30th.

**ARTICLE V - MEMBERSHIP**

**Section 1: Membership.** Any parent or guardian of a student at the School, the Principal, teacher or staff currently employed at the School may become a PTO Member.

**ARTICLE VI - OFFICERS**

**Section 1: Officers.** The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. The position of President, may be a shared position between two individuals, thus acting equally as Co-Presidents.

**Section 2: Eligibility.** Only Members in good standing shall be eligible to serve in any Officer position.

**Section 3: Nominations & Elections.** Nominations for Officers' positions shall be submitted at the September PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership.

**Section 4: Term of Service.** Voting shall take place by written ballot at the September PTO meeting. Officers shall be elected for a term of 2 calendar years (beginning October 1st and ending on the following June 30th) by the general PTO Membership. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees. Elected officers can hold board positions (if voted in) for up to a consecutive 4 years ( two terms).

**Section 5:** In the event the PTO fails to fill all Officer positions at the October PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting.

**Section 6:** All Officers shall act in the best interest of the PTO.

**Section 7: Compensation.** No Officer shall be compensated by the PTO for their service.

**Section 8: Attendance.** Each Officer shall attend the Executive Board and monthly PTO meetings.

**Section 9: Committee Service.** Each Officer is expected to serve on a minimum of one committee.

**Section 10: Contracts & Purchases.** No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

**Section 11: Removal from Office.** Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

**Section 12:** Each Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

**ARTICLE VII - OFFICER DUTIES**

**Section 1: President**
The President(s) shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
4. Represent the PTO at city-wide meetings or other meetings outside of the organization.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Spend no more than $100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
7. Sign checks, notes, etc. in the absence of the Treasurer.
8. Appoint Special Committees as needed.
9. Announce PTO meetings to the School population at least one week in advance of that meeting.

**Section 2: Vice President**
The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Assist the Principal with the preparation and distribution of the School handbook.
3. Research, write, and solicit educational grants.
4. Act as Chairperson of the Fundraising Committee

**Section 3: Secretary**
The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within two weeks of the recorded meeting.
3. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting
4. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
5. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
6. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
7. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.
8. Oversee the Publicity and Web Communication Chair.

**Section 4: Treasurer**
The Treasurer shall:

1. Act as custodian of funds and perform all internal account activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board.
6. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.
7. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
8. Submit all requested/required financial data relating to PTO operations to the Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.

**ARTICLE VIII - EXECUTIVE BOARD**

**Section 1: Executive Board.** The Executive Board shall consist of the Officers, the School Principal, a Teacher Representative, and the Chairpersons of any Standing Committees.

**Section 2: Principal & Teacher Representative.** The Principal and the School Representative acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between the School teachers and the PTO.

**Section 3: Duties.** The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

**ARTICLE IX - MEETINGS**

**Section 1: Regular Meetings of the PTO -** Shall be held monthly, except during July and August, at the School, first Wednesday of each month beginning September 1st at 7:00am and 8:30pm PTO Online Meeting as established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

**Section 2: Executive Board Meetings –** Shall be held monthly, except during July and August, at the school, every second Wednesday of each month beginning September 1st at 6:00 pm.

**Section 3: Special Meetings of the PTO -** May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

**Section 4: Quorum.** At least 10% of the PTO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

**Section 5:** The newly elected Executive Board shall meet at least once between September 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget..

**Section 6:** The final PTO meeting shall take place in June, prior to the close of school.

**ARTICLE X - FUNDS**

**Section 1: Use.** PTO funds shall be used for programs, events, and items, that directly benefit the students of the School; with the exceptions of the annual Teacher Appreciation Luncheon, Staff Holiday Gifts, and School Alumni Scholarship award.

**Section 2: Income.** All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 4 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

**Section 3: Expenses.** Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

**Section 4: Non-Budgeted Requests.** Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.

**Section 5: Reporting.** An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

**Section 6: Carry-Over.** The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed $10,000.

**ARTICLE XI - COMMITTEES**

**Section 1: Standing Committees.** The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: Fundraising, Enrichment, Social, Hospitality, Nominating, Publicity, Web Communication, Room Parent, Playground, Graduation Activities, Holidays and Finance Audit. Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the PTO membership.

**Section 2: Chairpersons.** Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the September PTO meeting. Elections shall take place at the October PTO meeting. An Officer may also act as Chair of up to two Standing Committees.

**Section 3:** The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

**Section 4: Committee Members.** Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

**Section 5: Contracts & Purchases.** No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

**Section 6: Term of Service.** A person may not serve as the Chairperson of the same committee longer than two (2) consecutive years.

**Section 7: Attendance.** Committee Chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of his/her committee.

**Section 8:** Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

**ARTICLE XII - COMMITTEE DUTIES**

**Section 1: Fundraising Chair**
The Fundraising Chair shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
2. Prepare and execute fundraising projects as approved by the Executive Board.
3. Solicit volunteers to assist with each Fundraiser.
4. Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
5. Maintain confidential records of all contributions.
6. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
7. Oversee and execute the Savings Programs (i.e. Box Tops, cartridges, GoodSearch, etc.).

**Section 2: Enrichment Chair**
The Enrichment Chair shall:

1. Coordinate educational enrichment programs for students in all grades.
2. Work with the Principal and teachers to coordinate events that enhance current curriculum.
3. Notify the Publicity Committee in advance of event dates for photo coverage.
4. Write a summary of each event for publication in the newsletter or School website for the purposes of informing School parents that the event was sponsored by the PTO.

**Section 3: Social Chair**
The Social Chair shall:

1. Plan and implement all not-for-profit social activities for School students and their families; including, but not limited to, the Ice Cream Social, Spirit Days, and Student Holiday Workshop.
2. Coordinate a monthly not-for-profit Fun Event for the students.
3. Coordinate after-school programs (i.e. An Introduction to Sign Language; Crafts & More: Lego Engineers; Responsible Babysitting; etc.)

**Section 4: Hospitality Chair**
The Hospitality Chair shall:

1. Plan and serve refreshments at the monthly PTO meetings and other PTO functions.
2. Coordinate the Teacher Appreciation luncheon, New Parent Breakfast, and Welcome Back Cookout.

**Section 5: Program & Event Chair**
The Program & Event Chair shall:

1. Discuss with each head person of a Doris Sanders program to discuss the needs or wants for the program.
2. Plan, as best as possible, upcoming events or program events to create a budget. Present the budget to the PTO body of members.
3. Upon approval of majority, move forward with in finding funds or developing fundraising to raise funds needed to support said program or event.
4. Work closely with fundraising chair to make sure fundraiser do not over lap.

**Section 6: Publicity Chair**
The Publicity Chair shall:

1. Attend School functions and events to take photos and write articles for submission to the local newspaper, School newsletter, and School website
2. Decorate and maintain the PTO bulletin board in the School lobby to reflect a positive and informative display.
3. Coordinate annual parental consent forms necessary for the publication of student photos.
4. Coordinate and execute the School photo to be taken in September each year.

**Section 7: Room Parent Chair**
The Room Parent Chair shall:

1. Solicit volunteers for a minimum of one Room Parent per classroom and maintain records (i.e. name, phone, email) to contact these individuals.
2. Coordinate and review with the Room Parents their responsibilities; including requesting parental consent forms for student photos and the PTO Directory, supporting the teacher with class parties, coordinating the decoration of Field Day t-shirts, and recruiting parent volunteers to assist at various PTO events.

**Section 8: Field Day Chair**
The Field Day Chair shall:

1. Assist the Principal and Gym Teacher with the planning and implementing of the School's annual Field Day held each June.
2. Purchase student Field Day t-shirts and the paint supplies to decorate them. Coordinate the decoration of the t-shirts with the Room Parents.

**Section 9: Playground Chair**
The Playground Chair shall:

1. Research and present playground maintenance and improvement plans.
2. Work closely with the Fundraising Chair to coordinate fundraising for maintenance and improvements of the School's playground equipment and grounds.
3. Purchase equipment, supplies, and services necessary to maintain and improve the playground equipment and grounds as approved (by vote) by the PTO membership.

**Section 10: Graduation Activities Chair**
Graduation Activities Chair shall:

1. Coordinate fundraising, end-of-the-year activities, senior yearbook, senior Gift to the School, School Gifts to graduating students, and Senior Graduation
2. Report activities of the Graduation Activities Committee to the Executive Board to ensure there are no conflicting programs.

**Section 12: Finance Audit Chairperson**
The Finance Audit Committee shall be made up of up to three PTO members that do not currently serve on the Executive Board. The Finance Audit Chair shall audit the financial records of the PTO and prepare a fiscal year-end audit report.

**ARTICLE XIII - PARLIAMENTARY AUTHORITY**

**Section 1: Rules.** The rules contained in **Robert's Rules of Order**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

**Section 2: Bylaws Committee.** A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

**Section 3: Bylaws Amendment.** These Bylaws may be amended under the following conditions:

* Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary; and
* At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting; and
* A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
* All approved amendments shall become effective immediately and recorded by the Secretary.

**ARTICLE XIV - DISSOLUTION**

**Section 1: Dissolution.** The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

**Section 2: Remaining Funds.** Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. the remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.

DORIS SANDERS PTO MONTH TO MONTH BUDGET

 Budget vs Actual

 September Balance: $\_\_\_\_\_\_\_\_\_

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***Sample Ideas for Fundraisers, Events, Workshops, and More Ideas***

**INTERNET SAFETY SEMINAR**

Staying safe online is an important issue for both kids and parents. We encourage every PTO to host an internet safety seminar - two actually: a morning session for students and an evening one for parents.

Every school system has a School Resource Officer, a member of the police force that works within the schools to handle & monitor student issues and to raise awareness about drugs & alcohol. If your school system doesn't have an officer assigned to the schools, just ask your local police. The seminars are free to offer and very educational.

**FIELD DAY**

Field Day is a full day of outdoor fun for the kids. Give the kids "team" t-shirts, play games, and have a picnic lunch. Here are some ideas to make it fun:

 T-Shirts: Purchase t-shirts for every student at a local craft store (about $3 each). Each classroom gets a different color and gets to decorate their shirt in their chosen theme (sports, letters, butterflies, or have students sign each other's shirts).

 Field Games: Kick ball, wiffle ball, flag football, soccer, basketball. Other games ideas include:

 Water Games: Set up a sprinkler or a few small pools and have water guns & spray bottles available. Set up a dunk tank and dunk the principal. Water balloon relay race or toss. Put marbles in the bottom of one pool and the kids have to grab the marbles using only their toes.

 **Jousting Contest:** Set up two long boards next to each other where each kid tries to knock the other off the board with a pool noodle.

 Scavenger Hunt: Create a list of questions and kids have to find other kids that answer the questions. Example, Find someone that vacationed in FL this year; Find someone with green shoelaces; Find someone who has a Mom named Kate.

 Sports: Kickball, Volleyball, Wiffleball, Frisbee, Softball, Basketball, Floor Hockey, Bowling, Disc Golf, Soccer

 Team Races: Relay, Sack Race, 2-legged race, frog jump, obstacle course, 25 yard dash, 100 yard dash

 Bean Bag or Ring Toss: Also see Kids Fair below.

 Contests: Hula-Hoop, Jump Rope, Limbo, Basketball Free-throw, 3-Legged Race, Tug-of-War, Soccer-Shots-on-Net

 Picnic: You can either ask the kids to pack a bag lunch or ask your school food service to cook (bag lunch or hamburgers & hotdogs and fruit).

 Refreshments: Rent a slush or snow cone stand. Have bottled water available througout the day.

**SCAVENGER HUNT**

Kids (& Adults) of all ages enjoy the challenge and excitement of a great scavenger hunt. A scavenger hunt is like a mental obstacle course in which the participants follow clues to find hidden "treasures". Scavenger hunts can be incorporated into fundraisers to create awareness, used as a "Welcome Back to School" event or an end of the school year celebration activity, or worked into an educational lesson.

**EXTRA RECESS TIME**

A great reward for kids is as simple as extra playtime!

**BOOK SWAP**

A Book Swap is an exchange of gently used books between students. This is a great way for families to obtain "new" books without spending any money. Book Swap guidelines:

 On January 8th, 9th, and 10th, bring one, two, or three books to school. No more than 3 books per child.

 The books must be in good condition. Please avoid Golden Books at the primary level.

 The books should be ones that are appropriate for your grade level or one or two grades above.

 On January 15th choose "new" books to take home. (Choose the same number of books you originally donated.)

 Keep in mind that someone else will take home your original books. Bring in books that you enjoyed but no longer want to keep.

**BINGO FOR BOOKS**

Whether it's once a month or just a few times a year, talk to the school principal about reserving the school gymnasium or cafeteria (this may involve hiring a custodian for a few hours) and let the kids play bingo with books as prizes. Bingo can be run in two different ways. Whichever way you decide, no child should have to leave without a prize.

 It can be run like a book swap in that each child brings one or two gently used books as an entrance fee. These books then act as the bingo prizes. Everyone leaves with a book; or

 The PTO can purchase some new books to be used as the prizes through their scholastic book program (while earning books for their school) or online. In this case, we suggest having each child also bring a gently used book from home. Place these on a table for the kids to choose one each so everyone leaves with at least one book.

Charging an entrance fee is optional since this is a non-profit event. You may choose to charge $2.00-$3.00 per child or $5.00 per family as an entrance fee and put these profits immediately back into the bingo program by purchasing juice boxes, snacks, or purchasing books for the next bingo night.

You may want to have simultaneous bingo games taking place. Divide the room up into different age groups and offer age appropriate books as prizes. Bingo games can be played by calling out letters or numbers for the younger players or give the older ones a challenge by asking lesson-related questions and having them crossing off the answers on their bingo sheet. For example, What is 2 plus 4? Cross off "6" on the bingo sheet; What is the 3rd planet from the sun? Cross off "Earth" on the bingo sheet; What is the largest rainforest in the world? Cross off "Amazon" on the bingo sheet. Teachers can help prepare these and coincide the questions with lessons the kids learned in class that month.

**FOOD NIGHTS**

Gingerbread Houses: Make them from scratch that evening or have student's bring in an already assembled gingerbread house. Place paper or plastic table clothes on the lunch tables and bowls of various candy pieces and let them decorate their houses.

Potluck: Each family brings a different dish to share. Or, choose a theme for the evening - Mexican, Italian, Pizza, Noodles, Vegetarian, and Tropical Fruits.

**HOST A THEME PARTY**

Give the kids a lesson they can be excited about learning. Let them work all year long making decorations during art class, talking about geography and science, or learn about another time & place. Then at the end of the school year, make that lesson a reality by transforming your auditorium into what they've learned. See our theme party ideas. Our parties are fun and educational. Our goal is to have the kids learn while they celebrate!

**ARTISTIC TALENT SHOWS**

Art Gallery: Turn the gym into a gallery and host a viewing of the students' best artwork.

Poetry Showcase: Students perform a poem on stage.

Musical Performances: Students write and perform their own songs.

Lip Sync: Students lip sync their favorite songs.

Talent Show: Students perform short skits, dance routines, or play a song.

Note: Hook up a great sound system. Host a dress rehearsal before any live show.

**DAY AT THE MOVIES**

If you have a movie theatre that is within walking distance (1 mile or less) of your school, a day at the movies is a fun event for the kids. Chaperoned students will enjoy the walk and the movie theatre will welcome the mid-morning business to rent a theatre. Negotiate with the theatre to offer a discounted rate. The PTO can either pay for all of the movie tickets or can help subsidize the cost so the student only incurs a minimal fee. Request an escort from your local police department.

**AFTER-SCHOOL WORKSHOPS**

The PTO can organize a variety of after-school workshops for students. These workshops can be educational, promote health & wellness, or be just for fun!

Hold the workshops for 1 hour right after school while the school is still open. Most schools remain open for about 1 to 1 1/2 hours after the students are dismissed, which means that administrative staff and custodians will stay until that time anyway. Workshops can run for once a week for 5 to 6 weeks. Charge each student a fee to participate, generally between $15-$25 for the entire workshop.

The fees collected are used to pay the person(s) teaching that particular workshop, purchase needed supplies, and purchase snacks and drinks for the participating students.

*Some ideas for workshops include:*

 Beginning Sign Language Instruction

 Craft Classes

 Lego Workshop

 Basketball Camp

 Art Class

 Creative Writing

 Music/Song Composition

 Architecture

**SPIRIT DAYS**

Ask students, teachers, and staff to dress in their school spirit clothes or to show their support for your local sports teams. Example, if you're in MA have Patriots Day, Bruins Day, or Opening Day for the Red Sox. On Patriot's Day, have a tailgate party during recess or lunch. Have snacks, drinks, hotdogs, and hamburgers.

**Welcome PTO Packet:**

Include them all or just a few:

1. **Welcome Letter -** explaining what the PTO is, the annual meeting schedule, how to join, benefits to join, a summary of last year's events, and what the PTO hopes to accomplish this year
2. **First Fall Fundraiser -** the sell package for the cookies, pies, gift wrap, or whatever major Fall fundraiser you're hosting.
3. **Info on All Fundraisers -** a description and schedule of all the fundraisers the PTO has planned during the year
4. **Savings Programs -** a list of all the savings programs in which the PTO participates - Box Tops, Campbell’s Labels for Education, Target, Printer/Ink Cartridges, Cell Phones, Can Tops, Good Search - and where the collection bins were located at the school
5. **Anticipated Purchases -** A list of expenditures such as enrichment programs, new school sign, school buses for field trips, classroom supplies, playground maintenance, etc.
6. **PTO Directory -** A directory of PTO officers, Committees and Chairpersons as well as their emails
7. **Volunteer Opportunities -** a detailed list of tasks that need volunteers and a sign up form for parents to volunteer
8. **Parent Information Form -** a form for ALL parents to complete whether they plan to join the PTO or not. Collect information such as Name, address, phone, email, children's names and grades. Also remember to ask them their employment - this information may be helpful if you're seeking donations or connections to certain industries.
9. **Membership Sign-up Form -** a short form for parents to complete and return with their PTO dues.
10. **Survey -** asking parents if there's any events, programs, or purchases they'd like the PTO to look into