PTO Handbook

Parent & Teacher Organization

2018 - 2019

Triway Local School District

Franklin Township Elementary School

2060 East Moreland Road

Wooster, Ohio 44691

Phone: 330-264-2378

**INTRODUCTION**

This handbook is designed to familiarize you with the P.T.O. (Parent & Teachers Organization) at Franklin Elementary School.

The goal of the P.T.O. is for parents and school staff members to work together as a team to provide opportunities and tools for the students at Franklin to use that are not available through district funding. Goals are achieved through a series of fund raising events throughout the school year. Proceeds from the events are used to purchase equipment and supplies for the students and teachers of Franklin Elementary School.

The P.T.O. is made up of school staff, parents and community members interested in enhancing the learning opportunities of the Franklin students. In previous years, the P.T.O. charged membership dues to those interested in joining the organization. It is the position of this P.T.O. Board that all parents should automatically be members of the organization, and thus the annual dues fee has been waived.

On the subsequent pages, you will find a description of the various activities that are sponsored by the P.T.O. Committees and volunteers are vital to our organization’s success. We encourage you to become involved in the P.T.O. and would welcome your assistance with any/all of the organization’s activities. Your time commitment can be small or large. It is a great way to meet other parents and get to know some of the staff members, as well. If you are interested in working on a specific committee or in serving on the P.T.O. Board, please contact one of this year’s officers.

**2017-2018 P.T.O. Officers**

President Mrs. Angie Mullen

Vice President Mrs. Susan Crilow

Secretary Mrs. Christine Bricker

Treasurer Mrs. Cindy Hudson

Teacher Representative Mrs. Robin Wolboldt

Principal Mrs. Claudia Stupi

**The P.T.O. Board**

The P.T.O. Board is a core group of individuals that have been elected or volunteer to hold a P.T.O. “office” position. Together they work to perform a variety of functions. The Board members are responsible for the selection and planning of family activities and fundraising events. It’s role is also to make decisions about dispersing funds. The following is a description of the six key offices comprising the P.T.O. Board.

**President**

It is the job of the P.T.O. President to preside over the monthly meetings and to coordinate the efforts of the other Board members. The President works closely with individual committee heads to ensure the smooth operation of the P.T.O.-sponsored activities.

**Vice President**

The function of the Vice President is to assist the President, and to preside over meetings and functions when the President cannot be present.

**Secretary**

The role of the Secretary is to record the minutes of each meeting. This job includes contacting individual members between meetings when necessary, and making sure each member is notified of meeting days. This officer also provides articles to the local newspaper concerning meetings and events.

**Treasurer**

The Treasurer is responsible for keeping records of all monetary accounts. All funds received and dispersed by the P.T.O. are handled by the Treasurer. The Treasurer is also responsible for submitting a financial statement to the Board at the end of each year.

**Principal**

The principal serves as the school district representative on the P.T.O. Board. It is his/her job to bring before the Board any concerns or suggestions from the school or district personnel. He/she assists the Board in arranging use of the school building for special events and advises the P.T.O. on matters of school policy.

**Teacher Representative**

The position is filled on a rotating basis by teachers of Franklin Elementary. They are responsible for bringing before the Board any suggestions or requests submitted to them by the school staff.

Many individuals contribute to the success of the P.T.O. at Franklin Elementary School. Participants are involved in short term and long term committees. Each committee is led by one or more chairpersons. All committees require the support and assistance of many parent and staff volunteers. The following is a description of the duties of some of the committees that are currently functioning within the P.T.O.

**LONG TERM COMMITTEES**

These committees are in effect for the duration of the school year. Committee chairpersons report to the P.T.O. Board on an as-needed basis.

**Playground Committee**

The playground committee is responsible for the maintenance and repairs of the playground equipment at Franklin Elementary as requested by the Building Principal. The chairperson makes purchases of playground balls and supplies for classroom use on the playground.

**Room Parent Coordinator**

It is the job of the room parent coordinator to obtain four or five parent volunteers for the coordination of classroom parties. They will be asked to provide refreshments and activities two times per year (Fall Festival, Valentine’s Day) for the grades they have selected. Funds are provided by the P.T.O. to help with party expenses if there are less than four (4) volunteers for a class. They may also be asked to aid in additional P.T.O.-sponsored events throughout the year. This will be on a limited basis.

**SHORT TEAM COMMITTEES**

These committees are formed on an as-needed basis for the purpose of running specific events throughout the school year. Committee members are volunteers who are responsible for planning and conducting these individual events. The short term committees change annually depending upon the fundraising events approved by the P.T.O. Board. Some short term committees require help on a limited basis, while others involve a greater time commitment. A list of the current short-term committees and the chair person's job description follows. Often times, two parents work together to co-coordinate an event.

**Open House**

The P.T.O. sponsors this free social event for students, staff and family members. The chair-person of this committee is responsible for arranging for refreshments, servers and clean-up.

**Treat Day**

The PTO sponsors a monthly sale of student snacks. The snacks are donated by the parents of the assigned grade level. A different grade level is assigned each month, October – May. The snacks are packed in individual baggies and sell for .25 per snack. The Treat Day coordinator works with the assigned class and teacher to make sure a notice is sent home for monthly donations and that students are assigned to set-up, sell, clean-up and count proceeds.

**Santa Store**

Each year at holiday time, the P.T.O. sponsors a holiday gift shop for the Franklin students. Parents are encouraged to donate handmade or inexpensive store-bought items to the Santa Store. Children have an opportunity to "shop" and purchase holiday gifts for their families. Prices range from 25 cents to $3.00 per item. The Santa Store coordinators are responsible for collecting donated items and pricing them. They also schedule volunteers and organize the set up and operation of the three day event. This committee requires a minimum of two chair persons and involves a great deal of planning and organizing. If you are "crafty" and like to shop the "sales" during the off season, this is the job for you!

**Fundraiser**

The P.T.O. sponsors one or two fundraisers per year, depending on need. The chairperson of this committee is responsible for working with the P.T.O to evaluate and select the type of fundraiser that will be done. All sales, money collection and product distribution is coordinated through the fund raising committee.

**Carnival**

The carnival has been an annual family event at Franklin Elementary for many years. This event requires extensive planning, organizing and creativity on the part of the chair person(s). The carnival committee has four parts – a Chairperson, Games Committee, Prize Room Committee, and a Food Concessions Committee.

The Chairperson(s) is in charge of the overall management of the event. They secure ticket sellers, game operators, set-up/decorating volunteers and clean-up volunteers.

The Games Committee is in charge of game construction, game set-up, and items needed for each game.

The Prize Committee is in charge of determining if prizes will be given or if some other system will be employed. If a Prize Room is planned, this committee selects and purchases the prizes and sets up/tears down the Prize Room.

The Food Concessions Committee determines the menu that will be available, purchases the items in advance of the event, and coordinates volunteers to set-up, serve customers, cashier and clean up.

**Examples of Activities and Projects funded by the PTO in Past School Years:**

* Family Picnic at Open House
* First day of school gift to students
* Donuts for teachers on first day
* Meals for staff during Nov. and Feb. Parent-Teacher Conferences
* “Spirit Wear” sale
* Purchase of playground equipment
* Made/Repaired Teeter-Totters for playground
* Purchased gravel for playground
* Funding for assemblies
* Popsicles & parent volunteers for walkathon fundraiser
* Door prize for National School Lunch Day
* Popsicles for field day
* Staff reimbursement for classroom supplies ($250 for full time teachers)
* Funds for 6th Grade Party
* Funds for Right to Read week
* Free books for students through Scholastic Literacy Partners
* Supplies requested by teachers (i.e. Cri-cut)
* Snacks for students on State Testing dates
* Book Fair
* Santa Store
* Treat Day
* Coordinate Fundraisers
* Coordinate School carnival
* Assist with Staff Appreciation Week in May

Your talents and skills are needed so please consider getting involved! If you have any questions about PTO or would like to volunteer, please contact Angie Mullen, President, at 330-464-0766.

**PTO Schedule of Events for 2018 - 19**

August 20 Franklin Open House & Hot Dog Social

August 21 Opening Day Surprise for students and staff

Date to be determined PTO Fall Fundraiser (if needed)

October 15 - 17 Fall Book Fair

October 15 & 17 Carry-in dinner for staff during P-T Conferences

October 26 PTO-sponsored Fall Parties for each classroom, K-6

December 12 - 14 Santa Store

February 12 & 14 Carry-in dinner for staff during P-T Conferences

February 14 PTO-sponsored Valentine Room Parties for K-6

March 8 PTO Carnival

May 6 – 10 Staff Appreciation Week

Late May Popsicles for Franklin Field Day

**PTO Meeting Schedule for 2017-18**

Meeting reminders are sent home with students and also published in the school’s weekly newsletter. All parents are cordially invited to attend.

Thursday, September 13 8:00 a.m. in the school library

Thursday, October 11 8:00 a.m. in the school library

Thursday, January 17 8:00 a.m. in the school library

Thursday, February 14 8:00 a.m. in the school library

Thursday, March 14 8:00 a.m. in the school library

Thursday, April 11 8:00 a.m. in the school library