

# Daniel Boone Chairperson Packet

2019-20

- Support: We are here for YOU!!!!
  - PTO Executive Board Roster & Chairpersons Roster
    - Presidents: Rochelle Williams – roesther1@gmail.cOm, Amy Trent – amytrent87@gmail.com
    - Vice Presidents: Susan Goetsch – susan@crossinfo.com, Ann Hake – richtermarty1@aol.com
    - Secretaries: Jessica Betts – jessica.betts@sial.com, Gina Ackermann – gina.e.ackermann@gmail.com
    - Treasurers: Jill Brakensiek – farmerjill01@hotmail.com, Erin Goris – eringoris@hotmail.com
- Money:
  - Budgeted to spend \_\_\_\_\_ Anticipated to raise \_\_\_\_\_
  - Use the **DB PTO Tax Exempt Letter** for all purchases. DB PTO can NOT reimburse taxes, on any purchase.
  - Send in receipts to Jill Brakensiek and/or Erin Goris (Treasurers). Place receipts in PTO mailbox and send email to notify Treasures to pick up receipts.
  - Turn in money (have office staff place in locked bag in school safe or hand over to Treasurers with total collected)
  - PTO has a PayPal swiper to borrow. Check to be sure there is an internet connection and it works prior to the event.
  - Do not forget to request change (cash and/or coins) **Cash Box Request** several days prior event from Treasurer(s). Request more than anticipate, hard to get change in a moment's notice.
- Volunteers:
  - Use "SignUpGenius .com" to keep track of volunteers and availability/bringing
    - Build a sign up form.
    - Invite your group or send it to Cheryl Basler and she can place a link in DB e-news.
    - People sign up online.
    - Sign Up Genius sends out reminders.
- Supplies:
  - PTO closet supplies are available to all activities. Keys are with office staff .
  - Please leave the PTO closet as you found it OR come back later to put items back on shelves.
  - No food or drinks are to be in PTO closet.
- Requests:
  - Complete **Assembly/Special Event Form** and return to Cheryl Basler for school usage and set up plans.
  - All forms to be sent out in backpacks need to be reviewed by Mr. Armour and the PTO President(s)
- Updates:
  - Your PTO contact will be:
    - Susan Goetsch – susan@crossinfo.com
    - Ann Hake – richtermarty1@aol.com
  - The PTO contact will be reaching out to you prior to the event and then monthly to check on progress, needs or support PTO can provide.
  - Please send updates to the PTO Vice President(s). We share the status of events with the board and office at monthly meetings.
- Recap:
  - Complete **Event Evaluation & Planning Form** after the event is over for next year 's planning.
  - Evaluate activity with volunteers for good and suggested changes.
- Recognize:
  - Be sure to recognize volunteers for their time and support with simple THANKS!!
- Concerns:
  - Any concerns need to be forwarded to PTO Officers/President immediately

*Thank you for all your time and energy for our PTO and Daniel Boone Elementary*