

**2023-2024
Franklin Regional
Elementary Campus PTO
Committee Chairperson Handbook**



WELCOME Committee Chairs (CCs)!

It's a new school year and here you are...ready to take on the responsibilities of running a committee for the PTO. Your committee is one of the many things that makes Franklin Regional Elementary Campus such an amazing place! We can't thank you enough for stepping up to chair a committee this year!

The important questions to answer right off the bat are: **Who? What? Where? When? Why?** and **How?**

The Who is you...along with your Board Buddies and your volunteers. Together, you can make your committee amazing.

The What is what...you can spend (your committee's budget) to make it happen.

The Where is about...securing your preferred location.

The When is about...getting your event on the calendars of Franklin Regional Elementary Campus' families.

The Why is the...most important thing to remember – why you are here, why we are all here.....for our kids, so that their school experiences can be rewarding, memorable, and fun!

The How is...all the little things you need to know to get the job done.

So, on behalf of our kids, the Franklin Regional Elementary Campus PTO Board, and the whole Franklin Regional Elementary Campus community...**THANK YOU** for what you are about to do this coming year!

With all our thanks,

Amber Trout/Jenny D'Andrea, Co-Presidents

FRPrimaryPTOPres@gmail.com

Jen Roney/Alexis Green, Co-Vice Presidents

FRPrimaryPTOVP@gmail.com

Jennifer Poole/Natalie Lang, Co-Treasurers

FRPrimaryPTOTreasurer@gmail.com

Ashley Shaner/Kate Moerdyk, Co-Secretaries

FRPrimaryPTOSec@gmail.com

Angela Paradise/Tamara Bey, Co-Presidents

FRIntermediatePTOPres@gmail.com

Connie Shirey/Celeste Burroughs, Co-Vice Presidents

FRIntermediatePTOVP@gmail.com

Jarid Shipley/Jillian Neal, Co-Treasurers

FRIntermediatePTOTreasurer@gmail.com

Courtney Shovel/Jess Valko, Co-Secretaries

FRIntermediatePTOSec@gmail.com

WHO?

YOU, WONDERFUL YOU!

People like you who take on the responsibilities of a Committee Chairperson (CC) are what make our PTO work. Without each of you, there would be no events, activities, or funds for this organization. It is a big responsibility, but it should also be fun and fulfilling – not overwhelming.

The best way to manage even our biggest events is to utilize your committee members to share the workload. Work with your Board Buddies on the best way to bring your committee members together. They will help you find other people who are interested in helping with planning and/or on-site activities.

Once you have collected volunteers, please keep a detailed list of their names for FR Primary PTO Co-Vice Presidents Jen Roney/Alexis Green (FRPrimaryPTOVP@gmail.com) or FR Intermediate Co-Vice Presidents Connie Shirey/Celeste Burroughs (FRIntermediatePTOVP@gmail.com). You can use/copy the Volunteer Roster shown in Appendix 4.

A LITTLE HELP FROM YOUR FRIENDS

Each committee has been assigned at least one Executive Board Member as a “Board Buddy” to help your committee get off to a great start and to ensure that everything runs consistently and smoothly. Please see **Appendix 1 for the CC and Board Buddy list**. Your Board Buddy will:

1. Explain your specific responsibilities and provide helpful hints to keep your committee running smoothly this year.
2. Act as a resource and “advisor” to your committee to help you locate and understand all the resources and requirements the building holds for your committee.
3. Act as a liaison between your committee and the Executive Board, so please keep your Board Buddy up to date on any significant happenings or meetings your committee has.
4. Interact with the Administration (Principal, Lead Teacher, Point of Contact “POC”) on your behalf, so please send all questions, communications, flyers, articles, etc. to your Board Buddy so that she/he may secure administrative approval.

2 Schools Can Work Together

The Intermediate and Primary may be 2 different physical schools with 2 PTOs and 2 budgets, but we want our committees to work together. How can you accomplish this?

Please see **Appendix 1 for the CC and Board Buddy list for each school.** This list will let you know who you should be working with from the other school.

WHAT?

ALL ABOUT THE DEETS “DETAILS”

ALL ABOUT THE BENJAMINS

If your event has a budget, be mindful of how you plan and spend, and be sure to keep all your receipts so you are reimbursed for what you spend. You will need to stay within the allocated budget amount for each committee or event. **If you see the cost of your committee going over budget, you will need to contact your Board Buddy to identify ways to reduce costs to meet the budget amount. This will need to be done before the money is spent.** There is no guarantee that cost overruns will be funded by the PTO. Our budget is determined per our fundraising goals. Please refer to the FR Intermediate and Primary PTO budget for your committee’s line item. Reach out to your Board Buddy with your proposed budget plan.

There are four Treasurer forms your committee may need. They are all available to download from the PTO website at <https://frelementarycampuspto.com/committee-resources> (if you have any problem accessing these forms or need to get them printed, please let your Board Buddy know). Please fill the forms out promptly to ensure an appropriate turn-around time and be sure to fill them out as accurately as possible. As a non-profit organization, the PTO must have a complete audit trail for all monies collected and spent, **ABSOLUTELY NO EXCEPTIONS**. The forms are:

CASH BOX REQUEST FORM – Please submit a completed form to the PTO email. The form should be **received no later than one week in advance** before you need the monies for your committee’s event. Emails subject should be marked:
PRIMARY: ATTENTION: PTO Treasurer Jennifer Poole/Natalie Lang, CASH BOX REQUEST (FRPrimaryPTOTreasurer@gmail.com)
INTERMEDIATE: ATTENTION: PTO Treasurer Jarid Shipley/Jillian Neal, CASH BOX REQUEST (FRIntermediatePTOTreasurer@gmail.com)

Please plan ahead for your cash box needs. Less than one week might require you to pick up a check from the Treasurer for your committee to take to the bank for the cash box monies for your event.

REIMBURSEMENT FORM – Please fill out this easy-to-use form and attach your ORIGINAL receipts. (Note that only ONE form should be submitted reflecting the expenses of the entire committee. Individual checks can be issued from this single form.) Place the completed form and receipts in the PTO mailbox. Envelope should be marked.

PRIMARY: ATTENTION: Jennifer Poole/Natalie Lang, EXPENSE REIMBURSEMENT
Intermediate: ATTENTION: Jarid Shipley/Jillian Neal, EXPENSE REIMBURSEMENT
Remember to keep a copy for yourself.

REVENUE FORM – For any PTO event that involves money collection which will need to be deposited, please fill out a REVENUE FORM, and attach an Excel spreadsheet reflecting each check to be deposited. This is **REQUIRED** for the money to be deposited *accurately and timely*. You can show cash monies as a lump-sum amount on the Excel spreadsheet or adding machine tape. Note: **If you will be collecting cash, please coordinate with the Treasurer so that the money can be picked up after the event concludes.** We prefer for a Treasurer to be present at the end of your event to assist counting money and to be collected. If a Treasurer is not available, let your Board Buddies know so they can ensure a Board Member is present. **Please do NOT put cash in the PTO mailbox.** All money collected should be counted, secured, and taken home by the Treasurer or by a Board Buddy.

CASH COUNT WORKSHEET – For any event that involves money collection this form is needed to count all cash, coins, or checks that need deposited. The form will need completed by two different people (can be a combination of BB's or CC's). This form is helpful in completing the revenue form. This form should be included with all other forms and returned to the treasurers.

WHEN?

GET THE BUZZ GOING

No PTO event or activity is complete without the participation of Franklin Regional Elementary Campus students or families. Please see **Appendix 2 – Calendar of Events**. Because a goal of the PTO is to bring the school together as an inclusive community, it is important that every effort is made to educate and inform the population about your committee. Here are a few ways that you can reach out to our Franklin Regional Elementary Campus Community.

BI- WEEKLY E-NEWSLETTERS AND E-NEWS UPDATES are sent directly to the email inboxes of hundreds of subscribers. To submit your information, please send a print-ready article to your **Board Buddy** and **Secretary**:

INTERMEDIATE: Courtney Shovel (FRIntermediatePTOSec@gmail.com) by the

requested deadlines listed in **Appendix 3 – Electronic Communication Submission Deadlines**. It is imperative that you follow these deadlines so that there is time to obtain administrative approval of each news item. The bi-weekly electronic newsletter is referred to as **eBlast**.

FRELEMENTARYCAMPUSPTO.COM is a valued resource for a growing number of Franklin Regional Elementary Campus families. If you would like to post your event or activity on the Website, please submit a print-ready article to your Board Buddy for approval. Previously approved items, such as flyers and eNews articles, may be submitted directly to the Secretary.

PRIMARY: ASHLEY SHANER/ KATE MOERDYK (FRPrimaryPTOSec@gmail.com)

INTERMEDIATE: COURTNEY SHOVEL/ JESS VALKO(FRIntermediatePTOSec@gmail.com)

THE FR ELEMENTARY CAMPUS PTO PAGE ON FACEBOOK is a more casual way to build hype for your activity or event and a great way to acknowledge participants. Items will be formally approved by the PTO Board's Facebook Admins. Post courteously and remember that not everyone is on Facebook.

FLYERS have been our most traditional way of reaching families. **However, we have moved away from this**, so please try to utilize our other communication options *instead* of flyers. If you must use flyers to effectively promote your event, submit your flyer to your Board Buddy. They will work with the School Point of Contact (POC) for approval. Once you are notified of the approval, you may then make copies in the school community room. Give the flyers to the Greeter for placement in the teachers' main office mailboxes with notes clearly stating the teachers' names and grade levels. Kindly also leave approximately 10 extra copies of all flyers and order forms with the Greeter to give to those who ask for them. Finally, **please forward an electronic copy of your APPROVED flyer to**

Primary: Ashley Shaner/ Kate Moerdyk

(FRPrimaryPTOSec@gmail.com)

Intermediate: Courtney Shovel/ Jess Valko

(FRIntermediatePTOSec@gmail.com)

to be added to the Flyers, Sign-Up Sheets and Forms section of the Website.

PUBLICITY before and after your event or activity can increase exposure for future events and the PTO in general. Please contact your Board Buddy on the best method of advertising for your event. Some examples are the FR Elementary Campus electronic message boards, and on the morning announcements.

THE FR Primary PTO DISPLAY CASES are the first things students and families see when they enter the building.

PRIMARY: JENNIFER RONEY (JKROPP36@GMAIL.COM)

INTERMEDIATE: CONTACT BOARD BUDDY TO HAVE PROMOTIONS SHOWN ON THE DIGITAL DISPLAY

They can assist you in reserving and decorating the display cases for your event or activity. We are also permitted to use the TV displays in the office area.

WHERE?

ROOM RESERVATIONS & SECURITY

If your committee will need to use any part of a school building, it is important to **plan ahead** and reserve your room as early as possible so that it is not booked by another event or outside organization. Most of the events for the year have already been assigned a date, which you should know. If you do not know when your event is, speak to your Board Buddy right away, so you can begin planning. To reserve your needs, please talk to your Board Buddy for how to request.

When emailing your Board Buddy to assist with a reservation, make sure to note the following needs/wants:

- date / time (include info if set up is needed the night prior to the event)
- which space
- number of volunteers attending event
- main contact for the event
- table number request
- garbage can request
- security request
- any additional wants

HOW?

CLEAR ON CLERICAL OR COPY MAKING

The school allows the PTO to use the supplies and machines in the Community Room to create promotional material for Committee events and activities. With increased security in the building, it is important to reinforce the guidelines that the Administration has prescribed for the use of these valuable assets.

1. No visiting children's classrooms or other parts of the building when coming in to do copy work.
2. Sign in and out with the Greeter.
3. Follow emergency evacuation procedures during fire drills and any other drills the school does while you are there.
4. Keep social noise to a minimum.
5. Teachers and clerical aides have copying priority. CCs may not be able to run off everything on the same day that they need their work completed if the copiers are in use by others.
6. Volunteers are not permitted to bring other children into the Clerical Aide Room for safety reasons or any PTO event during school hours.

Committee Chairpersons who will be using the clerical room to copy materials must contact:
Primary: Jen Roney/ Alexis Green (FRPrimaryPTOVP@gmail.com)
Intermediate: Connie Shirey/ Celeste Burroughs (FRIntermeditePTOVP@gmail.com)
to schedule a review of the copy machine and clerical room guidelines.

MAIL-CALL

The PTO has a master bin in the office where all mail is stored. If you are expecting the return of forms, please check the PTO bin housed in the main office by requesting it from the Greeter.
PTO Secretaries will go to the office once a week to check the PTO mailbox.

AND SO ON...

FUNDRAISING - While fundraising is vital to our PTO's success, please be reminded that fundraising is voluntary, and no family should ever feel it is mandatory. All communications regarding fundraising should stress this point. This includes the solicitation of donations for a specific event. While it is fine to contact business or a general congregation of families, it is not acceptable to contact a single individual or family to donate unless they have offered on their own. Also, the safety of our children is of utmost importance. DOOR-TO-DOOR FUNDRAISING IS NOT ENCOURAGED! **Prior to reaching out to businesses for any donation, contact the following to ensure the business has not already contributed:**

PTO Primary Major Fundraiser Chair: Ashley Quinton (dunn07@hotmail.com)/ **Sheri Wikert** (skroskie@gmail.com)

PTO Intermediate Major Fundraiser Chair: Nicole Anderson
(nicoleanderson725@gmail.com)

Corporate Contributions: Tamara Bey (tamara.n.murphy@gmail.com) and **Nicole Anderson** (nicoleanderson725@gmail.com)

Fundraising Committee Chairs should be in contact with the PTO Treasurers to verify our current list of Corporate Sponsorships.

CLEARANCES – It's a fact! Clearances are **REQUIRED** for every activity that the PTO sponsors where volunteers are needed during school hours. CC's should lead by example and obtain your clearances immediately. Please make sure you are choosing the correct school(s) where you would like to volunteer. Once you have volunteers lined up, submit their names to:

Primary: Jen Roney/ Alexis Green (FRPrimaryPTOVP@gmail.com)

Intermediate: Connie Shirey/ Celeste Burroughs (FRIntermediatePTOVP@gmail.com)

They will reach out to the school's secretary to confirm the clearances using the Committee Chair Volunteer Roster & Clearances Confirmation – Appendix 4.

To obtain your clearance, go to: [Volunteer in Our Schools – Human Resources](https://www.frsdk12.org/apps/pages/index.jsp?uREC_ID=1269133&type=d&pREC_ID=1485868)

https://www.frsdk12.org/apps/pages/index.jsp?uREC_ID=1269133&type=d&pREC_ID=1485868

MEETINGS – Our PTO meetings can be a great way to drum up volunteers, advertise your upcoming event, and answer questions about your committee. We suggest that you come to any meeting that you can, and specifically that your event is represented at meetings leading up to it.

The Board requires a monthly update on your committee's progress. If you are not able to attend a meeting, please provide this update to your Board Buddy.

PTO TODAY – If you are stuck for ideas to make your committee's work special....

www.ptotoday.com has many useful suggestions and even offers a "File Exchange," where you can snag sample fliers, notices, and letters.

NOW WHAT?

A QUICK REFERENCE CHECKLIST TO GET STARTED:

- Contact your Board Buddy/Board Buddies for the date of the event.
- Determine the budget for your event.
- Arrange to have an orientation in Clerical, if necessary.
- Make room/school reservations and arrange for room set-up.
- Schedule a Treasurer to count and collect money post event.
- Develop a base of volunteers and confirm their clearances.
- Record and submit your volunteer list to your school's PTO Vice President (Refer to Appendix 4)
- Send confirmations to volunteers you are scheduling to assist with your event as well as to volunteers whose services you will not need. Please remember to thank all of them for their offers of help.
- Determine if your activity or event will benefit from having a display/bulletin board/TV Visual.
- Present information at scheduled PTO meetings.
- Check out www.ptotoday.com for ideas.
- Have ALL correspondence (to parents, teachers, or others) approved by your Board Buddies and the Diversity, Inclusion and Belonging Committee (email addresses can be found in APPENDIX 1).
- Check the main PTO mailbox in the office if you are expecting the return of forms.
- Work with the Diversity, Inclusion & Belonging Committee to ensure the event meets our standards.
- Publicize your event in the eNews, eNewsletters/eBlast on FRElementarycampusPTO.com, and on Facebook.
- 1 Week prior to the event (minimum): Obtain and submit any needed Treasurer forms and paperwork - cash box request
- Attend and enjoy the event
- Send thank you notes (or thank you emails) to your volunteers.

- Send comments/suggestions/wrap-up to your Board Buddy, along with electronic versions of all FINAL documents in excel/word/PowerPoint.
- Retain your notes to pass on to next year's Committee Chairperson.
- Take pictures and video of the event, then submit them to your school's PTO Secretary to have a photo gallery created within our PTO website. No one should post videos or pictures of school children on their own. Some children are not permitted to have their pictures or names publicly posted for safety reasons.

Appendix 1

2023-2024 FR Primary Executive Board & Committee Chair

FR Primary Executive Board 23-24			
Position	Name	Email Address	Board Email Address
President	Amber Trout	amberjtrout@gmail.com	frprimaryptopres@gmail.com
	Jenny D'Andrea	Jennyd321@gmail.com	frprimaryptopres@gmail.com
Vice- President	Alexis Green	alexisgreen0801@gmail.com	frprimaryptovp@gmail.com
	Jennifer Roney	jkropp36@gmail.com	frprimaryptovp@gmail.com
Treasurer	Jennifer Poole	jpoolepto@gmail.com	frprimaryptotreasurer@gmail.com
	Natalie Lang	natalie.rosenbaum@gmail.com	frprimaryptotreasurer@gmail.com
Secretary	Ashley Shaner	ashley.laux@gmail.com	frprimaryptosec@gmail.com
	Kate Moerdyk	kathryn.moerdyk@gmail.com	frprimaryptosec@gmail.com
2023-2024			
Committee	Name	Email Address	Board Buddy
After School Programs	Corrine Fallon Katie Shaffer Kelley Lodovico	Fallon.corrine@gmail.com kmm387@gmail.com kelley826@gmail.com	Amber & Natalie
Book Fair- Fall	Megan Wimer Allyshia Kohosek Kelley Lodovico Melissa Krimm	Meganleewimer@gmail.com akohosek@gmail.com kelley826@gmail.com melissadollman1@gmail.com	Amber & Alexis
Book Fair- Spring	Jessica Bittel Megan Paull Sheri Wikert	Jessicabittel@gmail.com Megan.e.walsh@prudential.com Skroskie@gmail.com	Amber & Alexis
Bus Driver Appreciation	Allyshia Kohosek	akohosek@gmail.com	Jenny D'Andrea
Clothing Sales	Beth Koski	Bethswords@gmail.com	Jenny D'Andrea
Corporate Contributions	Nicole Anderson Tamara Bey	Nicoleanderson725@gmail.com Tamara.n.murphy@gmail.com	Jen Poole
Custodian Appreciation	Mindy Bramer	mindybramer@gmail.com	Ashley & Jen Poole
DIB	Mindy Bramer Nicole Anderson	mindybramer@gmail.com Nicoleanderson725@gmail.com	Kate
Display Cases	Jennnifer Roney	Jkropp36@gmail.com	Jen Roney & Jenny D'Andrea
Family Event: Kindergarten	Megan Wimer	Meganleewimer@gmail.com	Natalie & Kate
Family Event: 1st Grade	Allyshia Kohosek Simona Jones	akohosek@gmail.com simona.gmsp@gmail.com	Natalie & Kate
Family Event: 2nd Grade	Jessi Wagner	wagner.jessica1440@gmail.com	Natalie & Kate
Field Day	Kelley Lodovico Jillian Neal Krystal Vangura	kelley826@gmail.com jillian.lee.neal@gmail.com krystalvangura@vangura.com	Amber & Ashley
Major Fundraiser	Ashley Quinton Sheri Wikert	dunn07@hotmail.com Skroskie@gmail.com	Natalie & Amber
Non-Bake Sale, Bake Sale	Amber Trout	amberjtrout@gmail.com	Kate & Jen Poole
Non- Homeroom Supplies	Julie Paccio	Jpaccio630@gmail.com	Alexis & Jenny D'Andrea
Parent/ Teacher Conference Day	Ashley Quinton	dunn07@hotmail.com	Natalie & Ashley
Relay for Life	Meagan Hlavsa Megan Wimer	meaganhlavsa@gmail.com Meganleewimer@gmail.com	Kate
Spirit Sales	Megan Dawson Megan Paull Megan Wimer	megaroni153@gmail.com Megan.e.walsh@prudential.com Meganleewimer@gmail.com	Jen Poole & Jen Roney
Student Directory	Jen Poole	jpoolePTO@gmail.com	Jen Poole & Natalie
Teacher/Staff Appreciation	Jaime Senge	jaimecsenge@gmail.com	Jen Roney & Ashley
Teacher Welcome Back	Board Run	X	Jen Roney & Jenny D'Andrea
Turkey Cup	Annamarie Grand Nicole Zuzik	Annamarie.grand@gmail.com Nrzuzik@gmail.com	Amber & Alexis
Winter Shop	Erin Kalas Jennifer Poole Megan Wimer Sarah Seefeld	salakee@gmail.com jpoolepto@gmail.com Meganleewimer@gmail.com radocays@gmail.com	Jen Poole & Jen Roney
Winter Staff Appreciation	Leigh Ann Cobb	leighann.cobb96@gmail.com	Jenny D'Andrea & Kate

Appendix 1

2023-2024 FR Intermediate Executive Board & Committee Chairs

FR Intermediate Executive Board 23-24			
Position	Name	Email Address	Board Email Address
President	Angela Paradise	angelaparadise13@gmail.com	frintermediateptopres@gmail.com
	Tamara Bey	tamara.n.murphy@gmail.com	frintermediateptopres@gmail.com
Vice- President	Connie Shirey	constance.shirey@gmail.com	frintermediateptovp@gmail.com
	Celeste Burroughs	celeste.ottena@me.com	frintermediateptovp@gmail.com
Treasurer	Jarid Shipley	jaridshipley@gmail.com	frintermediateptotreasurer@gmail.com
	Jillian Neal	jillian.lee.neal@gmail.com	frintermediateptotreasurer@gmail.com
Secretary	Courtney Shovel	Courtney.shovel@gmail.com	frintermediateptosec@gmail.com
	Jessica Valko	Jessvalko@gmail.com	frintermediateptosec@gmail.com
2023-2024			
Committee	Name	Email Address	Board Buddy
After School Programs	Katie Shaffer	kmm387@gmail.com	Celeste & Courtney
Book Fair- Fall	Heather Dulaney	hdulaney@hotmail.com	Jarid & Connie
	Jillian Neal	jillian.lee.neal@gmail.com	
Book Fair- Spring	Christine Wallisch	Wallischdmd@gmail.com	Jarid & Jess
	Allyshia Kohosek	akohosek@gmail.com	
Bus Driver Appreciation	Carlee Hallo	Carleeahallo@gmail.com	Angela
	Heather Dulaney	hdulaney@hotmail.com	
Clothing Sales	Heather McKeever	Hhobaugh@gmail.com	Tamara
Corporate Contributions	Megan Widlocher	mfdaily@mac.com	Tamara
	Beth Koski	Bethswords@gmail.com	
Custodian Appreciation	Nicole Anderson	Nicoleanderson725@gmail.com	Celeste, Jess & Angela
	Tamara Bey	Tamara.n.murphy@gmail.com	
DIB	Mindy Bramer	mindybramer@gmail.com	Angela & Courtney
	Nicole Anderson	Nicoleanderson725@gmail.com	
Family Event: 3rd Grade	Tamara Bey	Tamara.n.murphy@gmail.com	Celeste & Jill
Family Event: 4th Grade	Nicole Anderson	Nicoleanderson725@gmail.com	
Field Day	Alexis Green	alexisgreen0801@gmail.com	Courtney & Connie
	Christine Wallisch	Wallischdmd@gmail.com	
Fifth Grade Farewell	Nicole Anderson	Nicoleanderson725@gmail.com	Jill & Angela
	Jessica Conner	jessicaconner17@yahoo.com	
Major Fundraiser	Megan Widlocher	mfdaily@mac.com	Tamara- Fall, Jarid- Spring
Non-Bake Sale, Bake Sale	Pamela Kelly	pamelankelly@gmail.com	
Non- Homeroom Supplies	Annmarie Grand	Annmarie.grand@gmail.com	Connie & Jess
	Julie Paccio	Jpaccio630@gmail.com	
Parent/ Teacher Conference Day	Jenny D'Andrea	Jennyd321@gmail.com	Angela & Celeste
	Nicole Anderson	Nicoleanderson725@gmail.com	
Relay for Life	Meagan Hlavska	meaganhlavska@gmail.com	Celeste & Angela
	Megan Wimer	Meganleewimer@gmail.com	
Spirit Sales	Connie Shirey	constance.shirey@gmail.com	Tamara & Jess
	Katie Shaffer	Kmm387@gmail.com	
Student Directory	Jen Poole	jpoolePTO@gmail.com	Connie & Jill
	Annmarie Grand	Annmarie.grand@gmail.com	
Teacher/Staff Appreciation	Angela Paradise	angelaparadise13@gmail.com	Angela
Teacher Welcome Back	Board Run	X	Celeste & Courtney
Turkey Cup	Annmarie Grand	Annmarie.grand@gmail.com	Board Run with volunteer help
Winter Shop	Catherine "Kelly" Manno	Ckg9655@yahoo.com	Jarid & Connie
	Erin Kalas	salakee@gmail.com	
Winter Staff Appreciation	Heather Dulaney	hdulaney@hotmail.com	Jess & Celeste
	Celeste Burroughs	celeste.ottena@me.com	
	Angela Paradise	angelaparadise13@gmail.com	Celeste & Angela

APPENDIX 2



Franklin Regional Elementary

PTO Monthly Events 2023-2024



September

9th-10th- Spirit Sales
18th- 22nd- Fall Book Fair
27th-28th- Spirit Sales
TBD- Clothing Sales

October

11th-Walk a thon (Primary Fundraiser)
16th- Fitness thon (FRIS Fundraiser)
27th- Fall Party

November

9th- Parent/Teacher Conference Day
13th-17th- Turkey Cup Challenge

December

6th-11th- FRIS Winter Shop
14th-19th Primary Winter Shop
19th- Winter Staff Appreciation Day
22nd- Winter Party

January

23rd-24th- Spirit Sales

February

TBD- KOS Begins

March

TBD- Read a thon (FRIS)
11th-15th- Spring Book Fair
18th- PTO Elections Meeting
20th- Math Madness (FRIS)
27th- Spring Party

April

TBD- Clothing Sales
18th- Hero Luncheon (FRP)
24th- Move & Groove (FRP)

May

TBD- Pete the Cat Kindergarten Nights
TBD- STREAM Bake Sale (FRIS)
6th-10th- Teacher/Staff Appreciation Week
8th- School Nurse Appreciation Day
15th- Bus Driver Appreciation
21st- Field Day FRIS
22nd- Field Day Primary
29th- 5th Grade Farewell
TBD- Step up Day

June

No Events

July

No Events

August

No Events



APPENDIX 3

2023 – 2024

FR Elementary Campus PTO Electronic Communication Submission Deadlines

In an effort not to inundate our families with too many emails and to encourage them to make more use of the website and the FR Elementary Campus PTO Press on Facebook, we will be sending bi-weekly eNewsletters every other Friday throughout the school year. If exceptions must be made in order to get out time-sensitive news in between publications, eNews Bulletins/Alerts can be sent out, with proper approval. Below are the deadlines.

Please abide by these deadlines and submit your print-ready articles to your Board Buddies. They will send the approved version to their school's Secretary by the established dates. Thank you!

Bi-weekly	Committee Chair Submission to Board Buddy	Board Buddy Submission to Secretary	Secretary Submission to Presidents	Secretary Submission to School POC/Website	Publication Date
	Monday, 8/21	Tuesday	Wednesday	Thursday	Friday, 8/25
	Monday, 9/4	Tuesday	Wednesday	Thursday	Friday, 9/8
	Monday, 9/18	Tuesday	Wednesday	Thursday	Friday, 9/22
	Monday, 10/2	Tuesday	Wednesday	Thursday	Friday, 10/6
	Monday, 10/16	Tuesday	Wednesday	Thursday	Friday, 10/20
	Monday, 11/6	Tuesday	Wednesday	Thursday	Friday, 11/10
	Monday, 11/27	Tuesday	Wednesday	Thursday	Friday, 12/1
	Monday, 12/11	Tuesday	Wednesday	Thursday	Friday, 12/15
	Monday, 1/1	Tuesday	Wednesday	Thursday	Friday, 1/5
	Monday, 1/15	Tuesday	Wednesday	Thursday	Friday, 1/19
	Monday, 1/29	Tuesday	Wednesday	Thursday	Friday, 2/2
	Monday, 2/12	Tuesday	Wednesday	Thursday	Friday, 2/16
	Monday, 2/26	Tuesday	Wednesday	Thursday	Friday, 3/1
	Monday, 3/11	Tuesday	Wednesday	Thursday	Friday, 3/15
	Monday, 3/25	Tuesday	Wednesday	Thursday	Friday, 3/29
	Monday, 4/8	Tuesday	Wednesday	Thursday	Friday, 4/12
	Monday, 4/22	Tuesday	Wednesday	Thursday	Friday, 4/26
	Monday, 5/6	Tuesday	Wednesday	Thursday	Friday, 5/10
	Monday, 5/20	Tuesday	Wednesday	Thursday	Friday, 5/24

APPENDIX 4

Committee Chair

Volunteer Roster & Clearances Confirmation

Submit this completed form to your PTO Board Buddy as soon as you have confirmed your volunteers so that building administration can verify that they have the appropriate clearances for your event. This form should be submitted AT LEAST 2 weeks prior to your event.

Please check for correct spelling of names and ensure they appear as they would on a background screening (i.e. use “Joseph” not “Joe”)

Please advise volunteers to enter at the main entrance by the office to get checked in and receive their visitor badge. Volunteers will need to have a valid ID with them. Volunteers should **arrive at least 15 minutes before the event** in order to be checked in. After the event is over, volunteers need to go directly to the lobby to check out.

[illegible]