

**2024-2025
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 what...you need to know to get the job done.

So, on behalf of our students, 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

Alexis Green/Megan Wimer, Co-Vice

Presidents FRPrimaryPTOVP@gmail.com

Jennifer Poole/Sheri Wikert, Co-Treasurers

FRPrimaryPTOTreasurer@gmail.com

Kate Moerdyk/Leigh Ann Cobb, Co-

Secretaries FRPrimaryPTOSec@gmail.com

Angela Paradise/Tamara Bey, Co-Presidents

FRIntermediatePTOPres@gmail.com

Connie Shirey/Jen Roney, Co-Vice Presidents

FRIntermediatePTOVP@gmail.com

Jillian Neal/Kelley Lodovico, Co-Treasurers

FRIntermediatePTOTreasurer@gmail.com

Courtney Shovel/Jess Valko/Ashley Shaner, Co-

Secretaries FRIntermediatePTOSec@gmail.com

WHO?

YOU, WONDERFUL YOU!

People like you who take on the responsibilities of a Committee Chairperson (CC) helps to increase the success of the PTO. 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 Alexis Green/Megan Wimer (FRPrimaryPTOVP@gmail.com) or FR Intermediate Co-Vice Presidents Connie Shirey/Jen Roney (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/Sheri Wikert, CASH BOX REQUEST (FRPrimaryPTOTreasurer@gmail.com)
INTERMEDIATE: ATTENTION: PTO Treasurer Jillian Neal/Kelley Lodovico, 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/Sheri Wikert, EXPENSE REIMBURSEMENT
Intermediate: ATTENTION: Jillian Neal/Kelley Lodovico, 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: KATE MOERDYK/LEIGH ANN COBB (FRPrimaryPTOSec@gmail.com)

INTERMEDIATE: COURTNEY SHOVEL/JESS VALKO/ASHLEYSHANER
(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: Kate Moerdyk/Leigh Ann Cobb

(FRPrimaryPTOSec@gmail.com)

Intermediate: Courtney Shovel/Jess Valko/Ashley Shaner

(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: JESSICA BITTEL (JESSICABITTEL@GMAIL.COM), MELISSA KRIMM
(MELISSADOLLMAN1@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
- tables/chairs needed
- garbage cans needed
- 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: Alexis Green/Megan Wimer (FRPrimaryPTOVP@gmail.com)
Intermediate: Connie Shirey/ Jen Roney (FRIntermediatePTOVP@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 have your board buddy check the PTO mailbox since teachers will sometimes place the forms here as well. 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: Natalie Lang (natalie.rosenbaum@gmail.com)/ Nicole Mason (nikki7981@yahoo.com)

PTO Intermediate Major Fundraiser Chair: Jillian Fu (jlperfetti@gmail.com)/ Celeste Burroughs (celeste.ottena@icloud.com)

Corporate Contributions: Tamara Bey (tamara.n.murphy@gmail.com), Kelley Lodovico (kelley826@gmail.com), Ashley Smith (apopernack@gmail.com), Nicole Mason (nikki7981@yahoo.com), Jen Poole (jpoolepto@gmail.com)

Fundraising Committee Chairs should be in contact with the PTO Treasurers to verify our current

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: Alexis Green/Megan Wimer (FRPrimaryPTOVP@gmail.com)

Intermediate: Connie Shirey/ Jen Roney (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. Schedule this through a board buddy since any board member can do this as well.
- 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

2024-2025 FR Primary Executive Board & Committee Chair

FRP Executive Board 2024-2025			
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
	Megan Wimer	meganleewimer@gmail.com	frprimaryptovp@gmail.com
Treasurer	Jennifer Poole	jpoolepto@gmail.com	frprimaryptotreasurer@gmail.com
	Sheri Wikert	skroskie@gmail.com	frprimaryptotreasurer@gmail.com
Secretary	Kate Moerdyk	kathryn.moerdyk@gmail.com	frprimaryptosec@gmail.com
	Leigh Ann Cobb	leighann.cobb96@gmail.com	frprimaryptosec@gmail.com
2024-2025			
Committee	Name	Email Address	Board Buddy
After School Programs	Nicole Mason Kelley Lodovico	nikki7981@yahoo.com kelley826@gmail.com	Amber Trout Sheri Wikert
Book Fair- Fall	Nicole Mason Allyshia Kohosek Melissa Krimm	nikki7981@yahoo.com akohosek@gmail.com melissadolman1@gmail.com	Amber Trout Jen Poole
Book Fair- Spring	Jessica Bittel Heather McKeever Christine Wallisch	Jessicabittel@gmail.com Hhobaugh@gmail.com Wallischdmd@gmail.com	Amber Trout Jen Poole
Bus Driver Appreciation	Allyshia Kohosek Kelley Lodovico	akohosek@gmail.com kelley826@gmail.com	Jenny D'Andrea
Clothing Sales	Chrisa Kravetz Ashley Quinton	Chrisa.m.wilson@gmail.com dunn07@hotmail.com	Alexis Green Kate Moerdyk
Corporate Contributions	Nicole Mason	nikki7981@yahoo.com	Jen Poole
Custodian Appreciation	Mindy Bramer	mindybramer@gmail.com	Kate Moerdyk Sheri Wikert
Display Cases/Bulletin Boards	Jessica Bittel Melissa Krimm	Jessicabittel@gmail.com melissadolman1@gmail.com	Megan Wimer Leigh Ann Cobb
Family Events	Allyshia Kohosek	akohosek@gmail.com	Kate Moerdyk Megan Wimer
Field Day	Christine Wallisch Jennifer Lang	Wallischdmd@gmail.com jenniferlang0505@gmail.com	Amber Trout Megan Wimer
Kids of Steel	Renee Ryan	Reneemryan@hotmail.com	Kate Moerdyk Jenny D'Andrea
Major Fundraiser	Natalie Lang Nicole Mason	natalie.rosenbaum@gmail.com nikki7981@yahoo.com	Amber Trout Sheri Wikert
Bake Sales	Jodie Yanko Chrisa Kravetz	Betty0912@hotmail.com Chrisa.m.wilson@gmail.com	Amber Trout
Non-Homeroom Supplies	Ashley Smith	apopernack@gmail.com	Alexis Green Sheri Wikert
Parent/Teacher Conference Day	Ashley Quinton	dunn07@hotmail.com	Alexis Green Leigh Ann Cobb
Reading Challenge	Rachel Berta	Rgood136@gmail.com	Alexis Green Sheri Wikert
Relay for Life	Meagan Hlavsa	meaganhlavsa@gmail.com	Kate Moerdyk Megan Wimer
Spirit Sales	Megan Dawson Amanda Jupena Kali Bowman	megaroni153@gmail.com Ajupena@gmail.com bowmanfamily4110@gmail.com	Jen Poole Megan Wimer
Student Directory	Jen Poole	jpoolepto@gmail.com	Jen Poole
Teacher/Staff Appreciation	Amanda Jupena	Ajupena@gmail.com	Alexis Green Leigh Ann Cobb
Turkey Cup	Annamarie Grand Kelley Lodovico	Annamarie.grand@gmail.com kelley826@gmail.com	Amber Trout Jenny D'Andrea
Winter Shop	Nicole Mason Jen Poole Kali Bowman Jodie Yanko	nikki7981@yahoo.com jpoolepto@gmail.com bowmanfamily4110@gmail.com Betty0912@hotmail.com	Jen Poole Jenny D'Andrea
Winter Staff Appreciation	Heather McKeever Kelley Lodovico	Hhobaugh@gmail.com kelley826@gmail.com	Kate Moerdyk Leigh Ann Cobb

Appendix 1

2024-2025 FR Intermediate Executive Board & Committee Chairs

FRIS Executive Board 2024-2025			
Position	Name	Email Address	Board Email Address
President	Angela Paradise	angalaparadise13@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
	Jennifer Roney	jkropp36@gmail.com	frintermediateptovp@gmail.com
Treasurer	Jillian Neal	jillian.lee.neal@gmail.com	frintermediateptotreasurer@gmail.com
	Kelley Lodovico	kelley826@gmail.com	frintermediateptotreasurer@gmail.com
Secretary	Courtney Shovel	Courtney.shovel@gmail.com	frintermediateptosec@gmail.com
	Jessica Valko	Jessvalko@gmail.com	frintermediateptosec@gmail.com
	Ashley Shaner	ashley.laux@gmail.com	frintermediateptosec@gmail.com
2024-2025			
Committee	Name	Email Address	Board Buddy
After School Programs	Ashley Shaner Kelley Lodovico	ashley.laux@gmail.com kelley826@gmail.com	Jess & Jillian
Book Fair- Fall	Heather McKeever Christine Wallish	Hhobaugh@gmail.com Wallischdmd@gmail.com	Connie, Kelley, Ashley
Book Fair- Spring	Ashley Shaner Kelley Lodovico Allyshia Kohosek	ashley.laux@gmail.com kelley826@gmail.com Akohosek@gmail.com	Connie, Jen, Jess
Bus Driver Appreciation	Heather Staab Tracy Thimons	heathermstaab@gmail.com tthimons13@gmail.com	Angela & Ashley
Clothing Sales	Stephanie Rubino Calafiore Ashley Smith	stephanie.m.rubino@gmail.com ----- apopernack@gmail.com	Tamara & Kelley
Corporate Contributions	Ashley Smith	apopernack@gmail.com	Tamara & Kelley
Custodian Appreciation	Mindy Bramer	mindybramer@gmail.com	Jen, Ashley
Family Event	Ashley Shaner Jillian Fu	ashley.laux@gmail.com jlperfetti@gmail.com	Jen
Field Day	Christine Wallish Ashley Shaner Jennifer Lang Denine Waitt	Wallischdmd@gmail.com ashley.laux@gmail.com jenniferlang0505@gmail.com Deninewaitt@gmail.com	Tamara & Connie
Fifth Grade Farewell	Renee Ryan Celeste Burroughs	reneemryan@hotmail.com celeste.ottena@icloud.com	Jillian, Jess, Angela
Major Fundraiser	Jillian Fu Celeste Burroughs	jlperfetti@gmail.com celeste.ottena@icloud.com	Tamara, Jillian, Jess
Non-Bake Sale, Bake Sale	Heather McKeever Jill Janov	Hhobaugh@gmail.com jillmarie@live.com	Angela & Connie
Non- Homeroom Supplies	Ashley Smith	apopernack@gmail.com	Angela & Ashley
Parent/ Teacher Conference Day	Heather Staab Tracy Thimons	heathermstaab@gmail.com tthimons13@gmail.com	Angela & Kelley
Relay for Life	Meagan Hlavsa	meaganhlavsa@gmail.com	Tamara & Kelley
Spirit Sales	Heather McKeever Kelley Lodovico	Hhobaugh@gmail.com kelley826@gmail.com	Connie & Jillian
Student Directory	Ashley Smith Tracy Thimons Stephanie Rubino Calafiore	apopernack@gmail.com tthimons13@gmail.com stephanie.m.rubino@gmail.com	Jess
Teacher/Staff Appreciation	Angela Paradise	angalaparadise13@gmail.com	Angela, Tamara, Jen, Kelley, Ashley, Jess
Teacher Welcome Back	Board Run	X	Board Run with Volunteer help
Turkey Cup	Kelley Lodovico Ashley Shaner	kelley826@gmail.com ashley.laux@gmail.com	Connie & Jillian
Winter Shop	JoAnna Johnson Danielle Osterman	jjblue74@gmail.com dani_stoecklein@yahoo.com	Angela, Jen, Ashley
Winter Staff Appreciation	Ashley Shaner	ashley.laux@gmail.com	Angela, Tamara, Jen, Kelley, Jess

APPENDIX 2

****DATES SUBJECT TO CHANGE****

CALENDAR OF EVENTS 2024-2025

SEPTEMBER

23-27 FALL BOOK FAIR

OCTOBER

2/3 SPIRIT SALES
9 FRP WALK A THON (RD 10)
17 FRIS FITNESS THON (RD 18)
31 FALL PARTY

NOVEMBER

11 PARENT/TEACHER
CONFERENCES
18-22 TURKEY CUP CHALLENGE

DECEMBER

9-12 FRIS WINTER SHOP
16-19 FRP WINTER SHOP
18 WINTER STAFF
APPRECIATION
20 WINTER PARTY

JANUARY/FEBRUARY

FEB
5/6 SPIRIT SALES

MARCH

3-7 SPRING BOOK FAIR

APRIL

10 FRP HERO LUNCH
16 SPRING PARTY
23 FRP MOVE & GROOVE (RD 24)
24 BUS DRIVER APPRECIATION

MAY

5-9 STAFF APPRECIATION WEEK
28 5TH GRADE FAREWELL

JUNE

3 FRIS FIELD DAY
4 FRP FIELD DAY
5 STEP UP DAY

DATES NOT SET YET
AFTERSCHOOL PROGRAMS
FAMILY EVENT
ASSEMBLIES
VISITING AUTHOR
FIELD TRIPS
FRIS READ-A-THON
FRIS MATH MADNESS

PTO GENERAL ASSEMBLY MEETINGS

SEPTEMBER 10
NOVEMBER 7
JANUARY 14
MARCH 11
MAY 13

APPENDIX 3

2024 – 2025

FR Elementary Campus PTO Electronic Communication Submission Deadlines

2024 – 2025

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, 8/19	Tuesday	Wednesday	Thursday	Friday, 8/23
	Monday, 9/2	Tuesday	Wednesday	Thursday	Friday, 9/6
	Monday, 9/16	Tuesday	Wednesday	Thursday	Friday, 9/20
	Monday, 9/30	Tuesday	Wednesday	Thursday	Friday, 10/4
	Monday, 10/14	Tuesday	Wednesday	Thursday	Friday, 10/18
	Monday, 10/28	Tuesday	Wednesday	Thursday	Friday, 11/1
	Monday, 11/11	Tuesday	Wednesday	Thursday	Friday, 11/15
	Monday, 11/25	Tuesday	Wednesday	Thursday	Friday, 11/29
	Monday, 12/9	Tuesday	Wednesday	Thursday	Friday, 12/13
	Monday, 12/23	Tuesday	Wednesday	Thursday	Friday, 12/27
	Monday, 1/6	Tuesday	Wednesday	Thursday	Friday, 1/10
	Monday, 1/20	Tuesday	Wednesday	Thursday	Friday, 1/24
	Monday, 2/3	Tuesday	Wednesday	Thursday	Friday, 2/7
	Monday, 2/17	Tuesday	Wednesday	Thursday	Friday, 2/21
	Monday, 3/3	Tuesday	Wednesday	Thursday	Friday, 3/7
	Monday, 3/17	Tuesday	Wednesday	Thursday	Friday, 3/21
	Monday, 3/31	Tuesday	Wednesday	Thursday	Friday, 4/4
	Monday, 4/14	Tuesday	Wednesday	Thursday	Friday, 4/18
	Monday, 4/28	Tuesday	Wednesday	Thursday	Friday, 5/2
	Monday, 5/12	Tuesday	Wednesday	Thursday	Friday, 5/16
	Monday, 5/26	Tuesday	Wednesday	Thursday	Friday, 5/30

Committee Chair

Volunteer Roster & Clearances Confirmation

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]