

# Finley Farms Elementary PTO

## General Meeting Minutes



Meeting Date: 08/14/2025 6-7pm

Meeting Location: FFE Library

### 1. Call to Order @ 6:02

Attendance - 35 signed in at entrance

Welcome & Opening remarks from a Co-President - introductions around the room

### 2. Review of minutes from previous meeting [ 2024-2025 ]

Welcome to the first General Meeting of the 2025-2026 school year - no meeting minutes to review.

### 3. Officer Updates

- **President's Report - What have we done so far?**

- Wrap, tshirts for store, gifted black FFE tshirts for all 82 staff, teachers lunch, candy grams for all students first Friday of school, boo hoo breakfast with Falcon Fathers, lunch buckets, website updated including shared calendar - additional ideas welcome: Front entry way - landscaping to remove cacti and freshen up FFE

- **Treasurer's Report - How are we looking?**

- 2024-2025 has been closed out, 2025-2026 budget has been reviewed & approved. By law there is a binder with financial records and more information at the front office, available to all for review.

- **Any liaison/officer Reports**

- Each grade level has a liaison on the board to communicate with staff.
- Difference between PTO & PTA - PTA is nationally managed and must adhere to national bylaws and rules, PTO is local and operates independently and allows us to create goals specific to our school
- We are a part of the VNET Volunteer Network, officers going to training 8/16.

### 4. Chairperson(s) & Committee Reports

6:24pm

- Draft Calendar provided with each agenda.
- **Calendar Review: Plans for August, Sept & Oct, review draft outline of rest of the year**
  - Fundraisers, Events, Restaurant Nights + Book Fair 9/5-9/10
  - Grandparents breakfast 9/05 and the kick off of the book fair → sign up genius for each event now live on the PTO website, a portion of the sales from the book fair come directly back to the school library
  - Restaurant nights - McDonald's 8/19 (15% of all sales, no mention of flyer needed), Panera 9/24 (25%, digital or physical flyer required), Someburros 10/20 (30%, need to mention fundraiser, code to be obtained).
  - Finley the Falcon will be at restaurant nights
  - Draft Calendar provided with each agenda - encouraged members to let us know their thoughts what events they want to see
  - Catalog Fundraiser 9/02 - 9/19:
  - Catalog orders will be 100% online this year, all non-food products will be shipped directly to the purchaser, all refrigerated items will be delivered to the school. We will communicate the pick up window and process as it gets closer.

- Requested members to voice opinions, send in emails, contact online or instagram comment box about what they would like to raise the money for.
  - New section on website for Volunteer Opportunities
- Falcon Fathers - We are looking forward to working with the FF group
  - Keith H has volunteers to kick start communications among the FF and will be setting up a FF quarterly meet up TBD: info to be followed up and messaged out.
  - Previously they have done: trunk or treat, haunted house, bingo, help at all events, grilling, garden clean up, little library
  - To be discussed are fun outings such as a family corn hole tournament, father son golf outing
- Events Chair: Stacia: Intro + Upcoming events | needs
  - First event is Grandparent's Day Breakfast
    - Tickets need to be purchased online no later than 9/02
    - \$6 per meal includes mcgriddle or pancakes, coffee or juice
    - Tickets will be given to oldest child via their teacher on 9/04
    - Sign up Genius is live to help set up / serve / clean up
    - Book fair starting and Falcon merch available for sale
  - More events to come throughout the year - next up Holiday Shop in Dec
- Staff Appreciation Committee: Karen Lane: Intro + Upcoming events | needs
  - Goal is to provide a quarterly meal and a monthly snack or gift
  - Provided a popcorn bar and snacks for teachers on curriculum nights
  - Q1: Conferences: soup bar Thursday, catered lunch Friday, will be asking for donations
  - Q2: Holiday gift. Q3: Valentines treats, Q4: Staff Appreciation Week with many opportunities to help out and send things in.
  - Decorations, themes, creative ideas for each event
- Box tops/Fry's: Danielle Gilbert Intro
  - See attached fliers on how to sign up for box tops - no need to clip anymore just scan your receipt and assign to the grade you want to have the credit! Preschool has been added and if you have a student in the Spice program, use "Grade 7." By just signing up you bring \$10 to the school. Goal \$500. Checks received in April and December. Each grade money received goes to that grade level. Super easy passive way for the school to earn extra funds. Connect Walmart and it will automatically load box tops. You can scan physical or upload digital receipts.
  - Also Fry's Community rewards which vary but only need to sign up to start earning from the school.
- Socials: Jenn Weitmann Intro
  - Make sure to follow us on Instagram and / or Facebook. She posts to IG and it auto-posts to FB. She will monitor comments and pass to Board when needed. Balancing stories and posts without over posting to ensure most engagement.
- 5. Principal's Report
  - Tracy Smith, Principal
    - Intro'd our Teacher PTO liaisons - Miss Emily (in attendance), (Spice pre-k) & Mrs Brown (6th)
- 6. Old Business
  - Lunch buckets
    - Purchased replacement buckets for lunch boxes, ordered, awaiting delivery

## 7. New Business

Introduce and discuss new items or upcoming events:

- Fundraising:
  - Purpose of fundraising is for school beautification, fun events and enrichment projects along with staff appreciation and student support.
- Events:
  - HELP! Be sure to check the PTO website under “Volunteer Opportunities” for all current sign up genius links
  - Grandparents breakfast needs: Volunteers to set up / serve / clean up
  - Trunk or Treat needs: Need a volunteer to Chair the event - we will give you the blueprint and you will be able to make it your own! Let us know if you are interested!!
- Sponsors: Do you know anyone?
  - Shout out to MacDonald orthodontics, Nico's Barbershop and Bodywise Chiropractic!!
  - Visit the PTO website to see who are current sponsors are as well as links to their websites
  - Visit the PTO website for different sponsorship tiers and what comes with them. We are working to update what you get for the tiers - keep an eye out for changes - open to suggestions No deadline for sponsors.

#### 8. Open Discussion (6:50pm)

- Please reach out to [FinleyFarmsPTO@gmail.com](mailto:FinleyFarmsPTO@gmail.com) with any questions and suggestions!!
- Trunk or Treat needs: Need a volunteer to Chair the event - we will give you the blueprint and you will be able to make it your own! Let us know if you are interested!!
- Grandparents breakfast needs: Volunteers to set up / serve / clean up

#### 9. Announcements & Adjournment

- Did you know you can add PTO calendar to your phone? Google calendar and Apple / iCal sync
- Next meeting date: 09/11/2025 6 pm FFE Library See you then!!
- Check out the PTO website for all the things - including the store to get your PTO shirt!
- Birthday cards for staff with birthdays in the next month available at meetings to sign.

2025-2026 Calendar Worksheet

	July	August	September
event	Meet the Teacher	Poster @ Curriculum nights	Grandparent's breakfast 9/5
fundraiser			Catalog 9/2 - 9/19 (10/20 delivery)
restaurant		McDonald's 8/19 4-8pm	Panera 9/24 4-8pm
fathers	Boo hoo breakfast		
Meeting(s)	Officers Meetings 7/7, 7/28	Executive & General 8/14	Executive & General 9/11
School events to keep in mind	1st day 7/22, Picture day 7/31	Curriculum nights 12-13, Half day 27th	book fair TBD, no school 9/1, Conferences 18-19

	October	November	December
event	Trunk or Treat 10/24 (Hire GPS security)	Vendor Fair? TBD	
fundraiser			Holiday Shop, 12/8-12 ✓
restaurant	Someburros 10/20 ✓	TBD	TBD
fathers	Trunk or treat help		
Meeting(s)	Executive, date TBD	Executive & General 11/13	Executive & General 12/11
School events to keep in mind	Fall Break 9/2-7-10/12, Half day 29th	Veterans Day Program 11/7, 4th grade play 11/6, No school 11, 26-28	concerts 12/3, assembly 12/4, Break 12/20-1/4

	January	February	March
event	100th Day Decor 1/12?		
fundraiser		Color Run 2/25?	
restaurant	Wing Eating contest	TX Roadhouse?	Fat Cats 3/4 2pm-close?
fathers			
Meeting(s)	Executive & General 1/8	Executive & General 2/12	Executive, date TBD
School events to keep in mind	100th day, half day 14th, no school 19th	no school 16th, half day 25th	Spring Break 7-22, Field Day TBD

	April	May
event	Carnival 4/10 (Hire GPS security)	6th grade celebration 5/21
fundraiser		Peter Piper Yearbook 5/18
restaurant	TBD	Other Restaurant Night Options  Rio Rico's, Rubio's 30%, Torchys, Zipp's
fathers	carnival help	Pastries with Parents / Donuts with Grownups 5/8?
Meeting(s)	Executive & General, date TBD	Executive & General 5/14
School events to keep in mind	no school 3rd	Last Day for students 5/21

Hello \_\_\_\_\_,

I'm reaching out on behalf of the Finley Farms Elementary Parent-Teacher Organization (PTO), a dedicated group of families and educators working together to support the students, teachers, and staff at our school. Our mission is to enhance the educational experience for all students by funding programs, resources, and events that fall outside the school's regular budget.

Each year, the PTO supports a variety of school-wide initiatives such as classroom grants, student enrichment programs, teacher appreciation efforts, field trips, family engagement nights, and more. These initiatives help build a stronger, more vibrant school community—and they're only possible through the generous support of local businesses and individuals like you.

We are currently seeking donations and sponsorships to help fund our upcoming efforts for the 2025–2026 school year. Your contribution will directly benefit the students and faculty by helping us provide:

- Learning tools and resources for classrooms
- Special events and educational assemblies
- Supplies and recognition for hardworking teachers and staff
- Community-building activities for families

As a sponsor, your generosity will be publicly recognized, giving you an opportunity to make a meaningful impact while also connecting with our school community.

We've enclosed a sponsorship form with several giving levels, but please know that any amount is deeply appreciated and will go directly toward enriching the school environment for our children and educators. Or you can use this link to be taken directly there [Business Sponsorship](#).

We would be grateful for your support and happy to answer any questions or arrange a time to speak further. Thank you for considering this opportunity to invest in the success of Finley Farms Elementary and make a difference in the lives of our students.

Warm regards,

Finley Farms Elementary Parent-Teacher Organization

375 S. Columbus Dr.

Gilbert, AZ 85296

[finleyfarmspto@gmail.org](mailto:finleyfarmspto@gmail.org)

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## **FINLEY FARMS ELEMENTARY PTO 2025-2026 SPONSORSHIP OPTIONS**



### **FINLEY CONTRIBUTOR-\$250**

- Single shoutout on PTO Facebook
- Recognition on Finley Farms Marquee once per semester
- Listed on the PTO Website for the year
- Mention in the Corresponding Monthly Newsletter

### **FINLEY SUPPORTER-\$500**

- Shoutout on PTO Facebook once per semester
- Finley Farms 2025-2026 Spirit Shirt
- Recognition on Finley Farms Marquee once per quarter
- Listed on the PTO Website for the year
- Mention in the Corresponding Monthly Newsletter

### **FINLEY PARTNER-\$1000**

- Shoutout on PTO Facebook once per quarter
- Finley Farms 2025-2026 Spirit Shirt
- Up to 3'x5' banner (provided by partner) to be displayed at PTO events on campus
- Recognition on Finley Farms Marquee once per quarter
- Listed on the PTO Website for the year
- Mention in the Corresponding Monthly Newsletter

### **FINLEY ADVOCATE-\$2500**

- Shoutout and monthly mention on PTO Facebook
- Finley Farms 2025-2026 Spirit Shirt
- Free Booth at PTO Events
- Up to 3'x5' banner (provided by advocate) to be displayed at PTO events on campus
- Recognition on Finley Farms Marquee monthly
- Listed on the PTO Website for the year
- Mention in the Corresponding Monthly Newsletter

### **FINLEY SPONSOR-\$5000**

- Shoutout and monthly mention on PTO Facebook
- Monthly mention in school wide Falcon Flyer newsletter
- Finley Farms 2025-2026 Spirit Shirt
- Free Booth at PTO Events
- 30 Second Commercial (provided by sponsor) Posted on PTO Website
- Up to 5'x8' banner (provided by sponsor) to be displayed at PTO events on campus
- Recognition on Finley Farms Marquee monthly
- Listed on the PTO Website for the year
- Mention in the Corresponding Monthly Newsletter






**FINLEY FARMS ELEMENTARY SCHOOL**  
GILBERT, AZ



Referral Code: T8LA9GNM

**GIVE CREDIT TO YOUR CHILD'S GRADE LEVEL - STEP 1**


**Scan receipt.**  
**Click add credit.**



**BOX TOPS FOR EDUCATION**

**GIVE CREDIT TO YOUR CHILD'S GRADE LEVEL - STEP 2**

**Select your child's grade Level.**  
**SPICE: Use Grade 7**



**BOX TOPS FOR EDUCATION**

**FORGOT TO ASSIGN CREDIT FOR A PURCHASE? FOLLOW THESE STEPS... STEP 1**

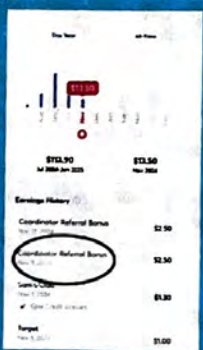
**OPEN THE BOX TOPS APP. CLICK "MY EARNINGS"**



**BOX TOPS FOR EDUCATION**

**HOW TO GIVE GRADE LEVEL CREDIT FOR PAST PURCHASES - STEP 2**

**SELECT ANY EARNING THAT DOES NOT HAVE "GIVE CREDIT APPLIED"**




**BOX TOPS FOR EDUCATION**

**\$2.50**  
**FINLEY FARMS ELEMENTARY SCHOOL**  
**Nov 16, 2024**  
**Summer**

**HOW TO GIVE GRADE LEVEL CREDIT FOR PAST PURCHASES - STEP 3**


**CLICK "GIVE CREDIT"**



**BOX TOPS FOR EDUCATION**

**HOW TO GIVE GRADE LEVEL CREDIT FOR PAST PURCHASES - STEP 4**

**CHOOSE GRADE LEVEL AND CLICK.**  
**SPICE: Use Grade 7**



**BOX TOPS FOR EDUCATION**



## SUPPORT PTO WITH FRY'S COMMUNITY REWARDS



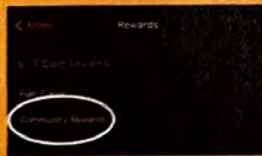
**CLICK ON THE**

## SUPPORT PTO WITH FRY'S COMMUNITY REWARDS



**CLICK "REWARDS"**

## SUPPORT PTO WITH FRY'S COMMUNITY REWARDS



**CLICK "COMMUNITY REWARDS"**

## SUPPORT PTO WITH FRY'S COMMUNITY REWARDS



**CLICK "SEARCH FOR ORGANIZATION"**

## SUPPORT PTO WITH FRY'S COMMUNITY REWARDS



**TYPE "FINLEY FARMS" IN THE SEARCH BAR  
AND CLICK "ENROLL"**

## SUPPORT PTO WITH FRY'S COMMUNITY REWARDS



**VERIFY THAT YOU ARE NOW ENROLLED IN  
COMMUNITY REWARDS**