

**Burns Park PTO  
2010-2011  
Information for Committee Chairs**

**PHOTOCOPIER USE:**

The PTO can use the small copier (on the wall facing the office) for less than 25 copies. For 25 or more copies, please use the risographs. The office staff can show you how to use these if necessary.

**SCHEDULING EVENTS:**

If you need to schedule an event, please check with Wendy Burke and the teacher clerk to make sure the date is available and does not conflict with other programs. Once the date is set, the teacher clerk must be notified, and rooms (such as auditorium, gym, and cafeteria) must be reserved. Events must be written on the main calendar in the office, as well as the special room reservation calendars hanging nearby.

**BUDGET & EXPENDITURES:**

Co-treasurers Steve Swaney ([steveswaney@gmail.com](mailto:steveswaney@gmail.com)) and Jenny Freisthler ([jenny@freisthler.com](mailto:jenny@freisthler.com)) divide responsibilities with Steve responsible for payables and Jenny responsible for receivables. After budget approval at the September PTO meeting (9/23), we will inform you of your committee's budget (if any). If you need a check before an event, inform Steve and he will provide you with one; please give advance notice.

Reimbursements may be requested from Steve either via the PTO Treasurer mailbox (ATTN: Steve) or email Steve (Subject Line = PTO Reimbursement and attach receipt as PDF). Include your name, contact information, committee or event the money was spent for, and how Steve can get your reimbursement check to you. *All reimbursements must be turned in within 30 days of purchase and must be accompanied by receipts.*

Deposits may be made via the PTO Treasurer mailbox (ATTN: Jenny). Include your name, contact information and committee or event the money was collected for.

**WEEKLY PTO EMAILS:**

If your event is coming up, please provide Wendy with a message to be included in the weekly PTO emails, and let her know which weeks you'd like it to be included. The emails go out on Mondays, so it's necessary that your information be sent by Sunday evening.

**BURNS PARK PRESS:**

The Press comes out at the beginning of every month, so think ahead if you have an event coming up. Please send Deb Odom Stern, your article in a timely manner; she'll be providing you deadline reminders each month.

**BUSINESS DONATIONS, SOLICITATIONS & ACKNOWLEDGEMENTS:**

Donations are vital to many of our PTO committees and events. It is important to track our donations and solicitations so that we do not over task area businesses. Please utilize our PTO's online tracking spreadsheets by adding your committee's donations and solicitations. Follow up donations with thank you notes and include the Donor Receipt form (<http://www.burnsparkpto.org/files/BP%20PTO%20Donation%20Receipt.pdf>).

Donations

[https://spreadsheets.google.com/ccc?key=0AqGB4SB\\_b1rWdFd3UUc2X09tZlg5Q0Nlb2lwN05tVUE&hl=en&authkey=CNnR7CM](https://spreadsheets.google.com/ccc?key=0AqGB4SB_b1rWdFd3UUc2X09tZlg5Q0Nlb2lwN05tVUE&hl=en&authkey=CNnR7CM)

Solicitations

[https://spreadsheets.google.com/ccc?key=0AqGB4SB\\_b1rWdEljSEhidFZHMzJSM1ZFMXlpTkd2bUE&hl=en&authkey=CLif3-cH](https://spreadsheets.google.com/ccc?key=0AqGB4SB_b1rWdEljSEhidFZHMzJSM1ZFMXlpTkd2bUE&hl=en&authkey=CLif3-cH)

**NOTEBOOKS:**

We have been trying very hard to create a system wherein PTO chairs maintain notebooks with flyers, duties, suggestions, etc. so that when new people take on jobs they know where to begin. Some chairpersons have been doing a great job of maintaining the notebooks and turning them in so they can be passed on to the next chair when turnover occurs. However, we know that some of you do not have these notebooks, and we will try to round them up and distribute them as soon as possible. In the meantime, please make notes about what you're doing and keep as thorough a record as you can!

**WEBSITE:**

Each PTO committee has a page on our Burns Park Elementary PTO website. You can update this site with committee information to keep parents informed of committee meetings, progress, upcoming events, and general news. Training date TBD.