

Woodlawn Middle School PTO Event Overview

CO-CHAIRPERSONS

1. **Communication is essential.** Meet/talk/email with your co-chairs and designate the financial chairperson coordinator. Talk with your PTO Board President / liaison, confirm your PTO financial goals and meeting date, and contact the PTO Co-Presidents, **Holly Krull** or **Elizabeth Owens** at any time. We are here to help!
2. **All contracts must be reviewed and signed by a PTO President.** Any significant changes to your event, planned or over-budget expenditures, must also be reviewed by the Board. Call your President to discuss any changes.
3. **Carefully review the Financial Procedures.** If you have any questions, contact **Donna Cobb**, PTO Treasurer.
4. **PTO Membership (\$10) and a signed Conflict of Interest form are required for all Chairpersons.** Contact **Holly Krull** with any questions.
5. **Meet with the co-chairs early** to plan ahead and avoid last minute inconveniences!
6. **Set-Up** (tables, chairs, space reservations) are scheduled with **Pam Kupsco**, (pkupsco@kcsd96.org) School Administrative Assistant. She needs advance notice to arrange for custodial assistance as needed.
7. **Advertise your event** in the PTO Monthly BLOG at least one month prior to your event. The BLOG is posted once a month on a Friday. BLOG information must be received no later than 12:00 p.m. the Monday BEFORE you want it published. Please email your articles to **Yvonne Wendland**, PTO Corresponding Secretary, with questions. Contact **Yvonne** to advertise via Facebook and social media. Contact **Pam Kupsco** for Morning Announcements, Schoology advertising or lunch room TV screen advertising.
8. **Cash Box Requests** must be made to **Donna Cobb**, PTO Treasurer.
9. **Supplies** - check the PTO closet first! **Susan Kazuk** (front office administrator) has the key. If supplies are needed, they are a part of the event budget. **Be sure to use the Tax Exempt form - AS YOU WILL NOT BE REIMBURSED FOR TAXES!** Save your receipts for reimbursement and submit them within two weeks of your event to **Donna Cobb**.

VOLUNTEERS

1. PTO Volunteer sign up begins in August of the current school year. A list will be made available to you in the beginning of the year. Please contact **Jinny Baw**, PTO MTK Manager, if you have not received your volunteers list.
2. Please contact all of your volunteers and try to let them know in advance of their schedule. If you cannot use all of your volunteers, please let them know. If you do not have enough volunteers, please contact **Jinny Baw** as soon as possible. There is a Helping Hands List that we can access for you!
3. Provide a list of volunteers to the school office in advance to allow them to pre-print their name tags.
4. Evening or weekend events may allow for use of Stevenson students as volunteers. Please contact the PTO Co-Vice Presidents, **Elisha Magnifico** or **Jen Wehrspann** for more information and how to advertise for student volunteers.
5. Once the event is complete, be sure to send a thank you note via email to all of your volunteers.

EVENT SUMMARY

Be sure to complete an Event Summary outlining your event, sharing suggestions and lessons learned and other pertinent recommendations and return them via email or hard copy to **Holly Krull** before the **May 18, 2021 PTO General Meeting**. This will allow the PTO to transition all pertinent information to the next committee. This should include copies of contracts, promotional materials, flyers, letters, income and expenditure details, advertisements, etc.

[PTO Board Contacts are found on Membership Toolkit](#)

Thank you so much for your time, talent and support... We couldn't do this without you!