



THORSON LEADERSHIP GUIDE

Thorson Elementary 2018-2019

PTO MEETINGS – 2nd MONDAY OF THE MONTH, IMC, 7 PM

Please join us. You are the PTO.

Thank you SO MUCH for volunteering to chair a PTO committee. Here are some tips:

- 1. PTO Membership.** According to PTO bylaws, chairs need to be PTO members. Please complete and return your PTO membership form if you haven't.
- 2. We're here to help!** The PTO Board is here to support you in any way we can. Questions? Please contact us. We strive to respond to any emails **within 24 hours.**
 - Orrin Gorelick – President – wiproud1982@gmail.com
 - Gretchen Seymour – Vice President – gretchen.kittleson.seymour@gmail.com
 - Rebecca Baker – Secretary- rsbaker4@gmail.com
 - Michael Anderson – Treasurer- m.anderson.uwm@gmail.com
- 3. Space Reservation & Date Selection.** If you need to use the gym, presentation room or gain access to the school either during or outside school hours, please contact with Lynn Winter (lwinter@cedarburg.k12.wi.us) or Lindsay O'Morrow (lomorrow@cedarburg.k12.wi.us) to make arrangements and submit the "Thorson Internal Building Use Form."
- 4. Communication.** The PTO uses **Facebook**, **Weekly Notes**, and **room parents** to communicate with parents. If you have a flyer, announcement, link to volunteerspot.com, etc... please send **THE EXACT** information you want published as follows:
 - **Weekly Notes** - Lynn Winter- lwinter@cedarburg.k12.wi.us no later than 5:00 on Wednesday
 - **Facebook** – Gretchen Seymour – gretchen.kittleson.seymour@gmail.com
 - **Room Parents** – Haley Peterson - Hmasnaghetti@yahoo.comPlease be sure to include the PTO logo on all PTO event flyers. Copy, paste, and resize from above as needed.
- 5. District Approval.**
 - a. If you want to publish a flyer at **other** Cedarburg schools, it will need to be approved by the **Cedarburg School District.**
 - b. **ANY FUNDRAISING needs to be approved by the Cedarburg School District.** Please submit at least **3 WEEKS** in advance of event using the Fundraising Form. Mrs. Little also needs to sign this document. "Fundraising" means any event where the PRIMARY purpose is raising money. Having a collection jar to offset an expense of an event is not a "fundraiser."
- 6. Reporting.** When appropriate, please provide updates at the **PTO meetings**. Contact Secretary **Rebecca Baker to be included in the agenda by the Monday preceding the scheduled meeting.** If you cannot attend the meeting, you can also **email a brief report** to Rebecca instead.
- 7. PTO File Cabinet.** There is a PTO file box in a cabinet (location of the cabinet is TBD). There is a file for each PTO committee and board member. Any forms, checks, and other information intended for the chair will be put there. Please be sure to check this file from time to time, especially as your event approaches.

8. **Budget. DO NOT** spend more than the amount budgeted. If you are unsure of the amount you have available, please contact Michael Anderson.
9. **Tax Exemption.** Thorson PTO is a non-profit organization. It is **not subject to sales tax.** Make sure to present the tax-exempt form **at checkout** to avoid tax. The **tax-exempt form** is on the **PTO website** under "Forms."
10. **Reimbursement.** To get reimbursed, complete the PTO Check Request form and submit to treasurer by placing it in the "Treasurer" folder in the PTO file box in the main office. The **Reimbursement form** is on the **PTO website** under "Forms." Please submit reimbursements in a timely fashion.
11. **Records.** Future volunteers' success is dependent on you. No one wants to recreate the wheel. We are all busy so PLEASE keep records:
 - a. Number of people attending
 - b. Number of volunteers needed and their roles
 - c. Items need to be purchased – cost & quantity
 - d. Items that were donated – amount, name of donating entity, contact person name & contact info
 - e. Calendar of lead times, deadlines, timing of communications, publicity
 - f. Copies of any publicity you prepared
 - g. Notes of important lessons learned, any other relevant information, and why decisions were made to do or not do a something a certain way.

Please save this information in the PTO googledrive. A link will be sent to you to enable access.

12. **Use electronic sign-ups.** Electronic sign ups make life easier for everyone. They send reminders and help you organize events/activities. Options are google, signup.com, volunteerspot, etc... Make your life easier. Use these tools.