



Auburn
Elementary
PTO
Handbook

By

PTO Executive Board
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WELCOME FROM AUBURN ELEMENTARY PTO

The PTO extends a warm welcome to our amazing friends, families and staff of Auburn Elementary School.

PTO stands for Parent-Teacher Organization, consisting of parents, teachers, administrators, and Auburn area residents who are passionate about working together to support and enrich all students. You are officially a member of the PTO by virtue of having a child at Auburn Elementary. We support school staff, help promote student self-esteem, and assist in efforts to solve school needs through volunteering and funding.

EXECUTIVE BOARD

The Executive PTO Board is a group of elected parents and/or teachers that work together to encourage parent involvement in school activities

- President - Serve as leader and key contact for the PTO, lead PTO meetings, appoint chairpersons for special committees, and coordinate the work of the officers and committees so that PTO's objectives can be met.
- Vice President - plays a role in the day-to-day operations of the PTO, help develop PTO long-range plan, work out issues as they arise, lead PTO meeting in absence of PTO President, and participate in executive board discussions and decision making.
- Treasurer - Receives and disperses all monies as voted on at the board meetings, keeps accurate record of all money transactions, and presents the financial statement at each board meeting.
- Secretary - Records minutes of all meetings, assists with written correspondence, maintains e-mail account and prepares agendas for meetings.

The Executive Board for the 2015-2016 school year are as follows:

- Kirby Richard and Laura Harrison are co-presidents
- Rita Hinck and Rachelle Petersen are co-vice presidents
- Casi Birnley is secretary
- Sonja Garrett and Darci Koci are co-treasurers

Feel free to contact us with your suggestions and ideas. This is **your** PTO!

PTO FUNDRAISING & ACTIVITY TEAMS

Our primary objective as a PTO is to provide our school with programs, resources, services, and funds that will enrich and maximize the education of every child and to benefit the school.

FUNDRAISING

To meet our objectives, we fundraise. Here are a few fundraisers we have traditionally supported:

- Spring Carnival - An evening full of fun carnival games, inflatables, and a silent auction; usually in late March or early April. Silent Auction donations are collected throughout the year. Many volunteers are needed to make the carnival a success. You can lead one of the committees (games, volunteers, silent auction donations, or communications), or volunteer to help the night of carnival. All help is greatly appreciated.
- Fall Fundraiser - We traditionally have a catalog fundraiser in late September-October, to raise funds for school improvements and teacher requests. On average, AE gets 40-50% of all sales.
- Family Food Nights - take a break from cooking and help support AE PTO! We try and have at least one food night per quarter.
- Family Movie Nights - join us for a FREE movie in the gym. Concession stand will be available to help raise money for grade level classroom needs.
- Color Fun Run - invite your family and friends to join us for a fun run around Auburn. We are hoping to have food trucks and fun activities for families to participate in.

Additional suggestions for fundraisers are always welcomed.

10 REASONS TO GET INVOLVED AT SCHOOL

1 Volunteering makes a big difference. Research consistently shows that kids whose parents are involved in their schools do better.

2 Volunteering offers tangible ways to be a part of things. Sometimes we might mean well, but our busy lives get in the way of committing. Joining a parent group will provide concrete ways to get involved, whether at events, in the classroom, or on a committee.


3 It feels great to participate! Your child spends a lot of time at school, and it's great to share some of her school-related experiences with them.

4 You'll get to know other parents. It's powerful to create a circle of adult friends around a school, and having a shared interest is a good place to start. What's more, it can help foster connections between families in your community.

5 Your help is always needed. Whether it's helping run the next big event or providing support in the classroom, there are always ways to pitch in.

PTO TEAMS

Here is a list and brief description of the teams in need of volunteers each year.

- **Amazing Race & Color Fun Run Team** - Help to promote and coordinate run activities.
- **Birthday Grams Team** - Helps to track orders and assemble birthday grams. 
- **Box Tops & Label Collection Team** - Coordinates collection times, sorts and counts labels, and submits tops/labels throughout the school year. Requires a few hours a couple times a school year to organize and submit box tops/labels.
- **Candy-gram Team** - Helps promote and assemble candy grams for distribution in February.
- **Family Food Night Team** - Talks with local restaurants to coordinate nights where AE friends & families can dine and a portion of proceeds are given back to AE PTO. We try to have at least one a quarter and sometimes monthly depending on restaurant availability.
- **Fun & Fitness Day Team** - Works with PE teacher to coordinate and staff Fun & Fitness day at the end of the school year. Requires only a few volunteer hours in May.
- **Family Movie Nights** - Promote movie nights, coordinate volunteers for snack sales and movie setup. Requires a couple hours the night of the movie for setup and clean-up.
- **Kindergarten Round-Up Team** - Works with kindergarten teachers to coordinate volunteers, decorate kindergarten hall, gather supplies and promote for Round-Up in April. Requires an hour to order supplies in late February, a couple hours to paint bags in late March, and a day in April to help with Kindergarten Round-Up.
- **Room Parent Team** - Coordinates class parties, teacher gifts, and class volunteer schedules as needed. Works as a liaison between teacher and class parents. Requires about an hour to coordinate families prior to holiday parties and a couple hours to help with setup, cleanup and organization of holiday party.

10 REASONS TO GET INVOLVED AT SCHOOL

6 It's manageable commitment. Volunteering can seem daunting, but it doesn't have to be. Spend an hour at a bingo night or talent show, and your efforts will be appreciated. And remember, it's always OK to say no when you're too busy.

7 It's fun! Even simple events like family food nights and family reading nights can spice up your week.

8 You can tailor volunteering to play to your strengths. Within a parent group or school community there are many ways to contribute, some of which are sure to complement your strengths, interests, or professional skills. .

9 Have a great idea? Volunteering gives you opportunities to get your ideas out there.

10 Volunteering provides another way to get to know school and support staff to better understand their needs and ideas.

Source: PTO Today

- **Supply Pack Team** - Coordinates and purchases supplies throughout the school year for school supply packs to be assembled and distributed in early August each year. Volunteers work as needed throughout the year and help with distribution for a few hours at the beginning of the school year.
- **Spirit Wear** - Design and organize school t-shirt/sweatshirt fundraiser, usually held in September each year. Volunteers spend about three to four hours helping with this project.
- **Staff Appreciation Team** - Coordinates meals for teachers twice a year during parent-teacher conferences, and helps plan activities for teacher appreciation week in April. Requires about an hour a couple times a year and a couple more hours during appreciation week in April.
- **Workroom/Bulletin Board Team** - Helps with copies, laminating, activity supplies, and other needs of teachers/staff throughout the year. Updates school sign and entry bulletin board as needed. Volunteers sign-up to work as available.
- **6th Grade Party Team** - Plans activities, food, and location of the end of year 6th grade party. Requires two to three hours of prep work in April and most of a day during the last week of school.



As you can see, we are a busy group. This is where you can come in! We need your help, and so does your child. A special thanks to all our volunteers from last year for all their hard work and dedication. Here at Auburn Elementary, we strive for excellence and what better way than to become involved today. The PTO is a team effort in which we cannot succeed on our own.

CA\$H FOR TRASH

The PTO collects 'Cash for Trash' items with the help of parents and community members. We can raise thousands of dollars through these collections for our school.

The box tops are easy to find on many of the products in your kitchen or pantry and around the house. PTO will remind you of the collection dates new via the Scratching Post, Facebook and your child's backpack. If you have any questions please contact aepto437@gmail.com

Box Tops for Education - Trim box tops around dotted lines. It is most helpful if box tops are grouped in baggies of twenty-five, or if bags are marked with how many are in there. Kids love to get involved so this could be a great opportunity for them to help out! Labels can be sent in at any time during the school year, but there will be a couple special collection times throughout the year. Sign-up online at <http://www.boxtops4education.com/> and track how much money Auburn Elementary has raised. This site also lists all participating products, chances for bonus box tops, and free recipes!

Bonus Certificates - Watch for BONUS months throughout the year for Box Tops and at Dillons, HyVee, and WalMart.



IMPORTANT AUBURN ELEMENTARY PTO INFO

Connect and be connected! The Auburn Elementary PTO has many ways to keep you in the loop. We have a website, Facebook page, monthly meetings and in in the Scratching Post to get you the information you need to stay involved in your child's school.

Website

Visit the PTO website at <http://ae.usd437.net/Parents/PTO/>. Here's what you'll find:

- Agenda for upcoming PTO meetings
- Prior meeting minutes
- Important school dates
- PTO forms
- Volunteer information

Facebook

Like the PTO on Facebook! Find us by searching for Auburn Elementary PTO . You'll find event updates, volunteer opportunities and other information to keep you informed about our school.

Connecting with both these sites will help you stay involved with the Auburn school community and your child's education experience.

PTO Meetings

All PTO meetings will be held in the school library unless otherwise posted from 6:30-7:30pm. Free childcare will be available for school aged children. Save the dates!

September 12th

October 10th

November 14th

December 12th

January 9th

February 13th

March 13th

April 10th

May 8th

