

Exeter Elementary PTO Handbook

2009/10

The Exeter Elementary PTO is a non-profit partnership of administrators, teachers and parents dedicated to supporting and enhancing the educational environment in our elementary schools. We raise money each year to provide programs and materials that otherwise would not be available: cultural events, money for field trips, and supplemental classroom supplies to name a few.

Policies and Procedures

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Exeter Elementary PTO Member Job Descriptions

Revised May 2005

Co-Presidents:

1. Preside over all meetings and oversee all committee functions.
2. Form committees consistent with the purpose and resources of the organization.
3. Prepare and submit agenda.
4. Serve as liaison between elementary schools and the PTO.
5. Recruit Teacher Representatives.
6. Serve in capacities as requested by school administration, as appropriate to this organization.
7. Keep on file all pertinent resource information and make recommendations to the Executive Board regarding future PTO projects.
8. Attend and report to the school board status of the PTO at the monthly meetings.

Co-Chairpersons of Fundraising:

1. Present any and all fundraising programs to the Executive Board for approval.
2. Set annual fundraising goal.
3. Plan programs that will provide total revenue to meet annual goal.
4. For each initiative, ensure that there is an approved budget.
5. Ensure that there are committees to organize each fundraising activity, and work with Volunteer Coordinators as needed.
6. Serve as a resource for fundraising committees to troubleshoot issues.
7. Volunteer to work on individual fundraising initiatives as needed.
8. Write fundraising copy for PTO newsletter and submit to newsletter chair by deadline.
9. Enlist assistance of Publicity chair to promote events.
10. Track amount raised for each program and progress toward annual goal.
11. Manage transfer of funds to Treasure for deposit.
12. Write report for each PTO meeting.
13. Attend board meetings and plan announcements for public PTO meetings.
14. Deliver updates as required at monthly PTO meetings.
15. Evaluate successes and failures of each initiative and have committee's document best practices to serve as a boilerplate for future efforts.
16. Field and save information from fundraising industry reps for future planning.
17. Facilitate spring fundraising brainstorming to plan ideas for following year.
18. Ensure that fundraising volunteers and contributors are thanked.

Secretary:

1. Be in charge of all correspondence going home in backpacks.
2. Distribute minutes for approval at preceding organizational meetings.
3. Post minutes in the teachers' room and forward to those requesting minutes.
4. Will answer all letters relating to the organization's affairs.
5. Serve as a resource person to any committee requiring assistance in correspondence relating to their projects.

Treasurer:

1. Work with Co-Presidents to make sure bills are paid and financial obligations are met on time.

2. Provide the Executive board with monthly report of the organizations financial standing.
3. Provide a report of the organization's financial standing at all regular meetings of the PTO.
4. Work closely with Fundraising Committee and Officers in implementing procedures for collecting, depositing, and accounting for proceeds from fundraisers.
5. Complete all tax forms at the end of the year to maintain our tax exempt status. Provide Co-Presidents a copy of all tax forms completed for the year.
6. Keep all insurance policies up to date.
7. Reconcile monthly bank statements with the PTO checkbook.

Volunteer Coordinators:

1. Recruit all school volunteers, coordinate their training and maintain a record of their reported time volunteering.
2. Provide lists of volunteers to teachers, PTO Board, and PTO committee coordinators.
3. Work with PTO, school staff and administrators to recognize the work of volunteers.
4. Complete and submit NH Partners-in-education Blue Ribbon Award application each year.
5. Create and update the PTO bulletin boards at both schools with volunteer and PTO information.

Cultural Committee:

1. Inform Executive Board of committee's activities, monthly.
2. Coordinate PTO sponsored cultural activities.
3. Assume responsibilities associated with obtaining grants for PTO sponsored programs.
4. Fulfill eligibility requirements to qualify for grants/programs available for arts/cultural foundations.
5. Develop framework to implements PTO Cultural Programs.
6. Present any/all contracts to the Executive Board for approval and appropriate signatures.
7. Write cultural copy for upcoming PTO sponsored events to go home to inform parents of such event.

Teacher Representative:

1. Maintain communication between School staff and PTO.
2. Attend monthly meetings and be the voice for faculty unable to attend.
3. Relay PTO information to staff after meetings.

Co-Chairpersons of Hospitality:

1. Be responsible for recruiting committee members to provide hospitality services (i.e.) refreshments, greeters, set-up, clean-up when appropriate.
2. Be responsible for purchasing supplies for PTO functions.
3. Store supplies in cabinet and keep cabinet clean at MSS.
4. Host activities such as Welcome Back Breakfast, Holiday Shop, and Teacher Appreciation Day
5. Create/purchase gift from students on T.A.D.

Newsletter/ Publicity Committee:

1. Receive information to be placed in the newsletter and prepare for printing.
2. Recruit volunteers to assist in assembling and delivering the newsletter to each classroom.
3. Promote the PTO as an organization designed to enhance the learning/social activities of our children.
4. Submit any PTO news information to the media.
5. Assist committees requiring publicity for their programs.
6. Coordinate photo coverage for appropriate PTO events.

Exeter Elementary PTO Constitution and Bylaws

Revised April 2007

Article I Name

The name of this organization shall be the Exeter Elementary PTO (Parent / Teacher Organization)

Article II Objectives - Mission

The purpose of this organization shall be:

- a) to support and enhance the educational environment in the elementary schools in Exeter.
- b) To tighten the relationship between home and school so that parents and teachers may cooperate intelligently in the education of the child.
- c) To supplement the educational equipment and programs for the students of Exeter Elementary School that are not otherwise provided for in the school District budgets.

Article III Membership

- a) All individuals interested in the purpose of this organization shall be eligible for membership. Exeter Elementary Teachers, Parents and/or legal guardians of children (K-5) are automatically considered members of the PTO.
- b) All attending members of the August organizational meeting will receive a copy of the by-laws and job descriptions for the PTO. Thereafter they will be available upon request.
- c) Any member shall have the privilege of making motions and serving on committees.

Article IV Executive Board

- a) The officers of this organization shall be (2) Co-Presidents, (2) Co-chairs of Fundraising, Treasurer, Secretary, (2) Teacher Representatives (one from Lincoln Street School and one from Main Street School), and (2-4) Volunteer Coordinators. They shall constitute the Executive Board and manage the affairs of the organization.
- b) Officers shall be nominated at the April meeting and elected at the May meeting of the organization by the members present.
- c) Officers shall assume their official duties at the close of the current school year of their election (i.e., last day of school in June following their election).
- d) Term limits shall be as follows: Co-Presidents (2) years, Treasurer (2) years, Secretary (1) year, Teacher Representatives (1) year, and Fundraising Co-Chairs (2) years. A person shall not be able to serve more than two consecutive terms in office.
- e) Officers of this organization shall be elected in the following manner:
 - i. There shall be a nominating committee consisting of a minimum of six (6) persons: Two (2) members of the PTO executive board committee, two (2) members of the licensed teaching staff, and one (1) parent volunteer from each grade.
 - ii. The nominating committee shall be appointed during the February meeting of the organization after announcement of open offices.
 - iii. Elections for Co-President positions will be on an alternating year basis.
 - iv. Appropriate notification of elections will be given to the school populace.
 - v. The nominating committee shall present a slate of nominees for all offices to be filled and report the slate of nominees to the PTO members at the April meeting of the organization.
 - vi. Following the report from the nominating committee, an opportunity shall be given for nominations from the floor.

- vii. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor.
- viii. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board committee.

Article V Standing and Working Committees

- a) The Co-Presidents, with approval of the Executive Board, may appoint committees consistent with the purpose and resources of this organization.
- b) Working committees shall be determined annually at the September meeting of the organization.
- c) Committee chairpersons shall be issued committee guidelines by the Executive Board.
- d) Standing committees consist of:
 - 1) Hospitality
 - 2) Box Tops For Education
 - 3) Cultural Enrichment
 - 4) Newsletter/Publicity
 - 5) DARE
- e) Working committees consist of:
 - 1) Kids' Night Out Events
 - 2) Holiday Shop
 - 3) Road Race

Article VI Voting Privileges

- a) Officers
In order to receive and maintain voting privileges, officers must attend all organizational meetings, with the exception of secretary informed absences, not to exceed 2 unexcused absences a year.
- b) Standing Committee Chairperson:
In order to receive and maintain voting privileges, standing committee chairperson will attend all organizational meetings, with the exception of secretary informed absences, not to exceed 2 unexcused absences a year.
- c) Working Committee Chairperson:
Working committee members will receive voting privileges, by actively attending committee and organizational meetings. To maintain voting privileges committee members must be present for 3 out of 5 consecutive organizational meetings.
- d) New PTO Member:
New PTO members must attend 3 consecutive organizational meetings to receive voting privileges. To maintain voting privileges they must be present for 3 out of 5 consecutive organizational meetings.
- e) A simple majority vote is needed for action. For action needed before a monthly organizational meeting, a simple majority vote from available officers is needed.

Article VII Funds and Liability

Section 1. All funds shall be deposited to the account of the Exeter Elementary PTO and shall be disbursed by either of the Co-Presidents of the PTO as authorized by the Executive Board and eligible voting members.

Section 2. No member of this organization shall be liable; and no personal liability shall in any event be attached to any member of this organization in connection with any of its undertakings.

Section 3. No part of the funds of this organization shall inure to the benefit of or be disbursed to its individual members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 4. Upon the dissolution of the organization, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all assets of the organization to SAU 16, Exeter NH. However, if the named recipient is not in existence or no longer a qualified recipient, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation or corporation organized and operated exclusively for the purpose specified in section 501(c) (3) of the Internal Revenue Service.

Section 5. Limited discretionary spending shall restrict reimbursement of personal monies spent by the Co-chairpersons and Treasurer to a maximum of \$25.00, with a \$50.00 funding limit for a program or event that can be made without a full board vote.

Article VIII Duties of Officers

- a) Co-Presidents: shall preside or alternately preside at all meetings of the organization and of the Executive Board; sign all checks to disburse PTO funds; one shall be designated by mutual agreement, as the primary contact for the principals and/or the administration; shall be ex-officio member of all committees except the nominating committee; shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the Executive Board; and shall coordinate the work of the officers and committees in order that the objectives-mission may be achieved.
- b) Secretary: shall record the minutes of all meetings of the organization and of the Executive Board, and place copies of minutes of regular meetings in the school library; shall coordinate communication and correspondence to school.
- c) Treasurer: Keep an accurate record of receipts and expenditures; reconcile monthly bank statements with PTO records of deposits and disbursements; present a financial statement at every board meeting; and shall make a full report at the end of the current school year; and shall complete and submit all tax forms due.
- d) Volunteer Coordinator: Organize the master volunteer list, and committee lists and coordinate a volunteer orientation; recruit volunteers as needed for PTO school events; prepare and submit appropriate documentation for the Blue Ribbon Award.
- e) Co-Chairs of Fundraising: Set annual goals and ensure activities are in plan to meet those goals. See master list in handbook.
- f) Teacher Representative: Facilitate communication between school staff and PTO. See additional duties in handbook.
- g) All officers shall perform the duties outlined above, as well as, any other duties prescribed in these bylaws; and such duties as may be delegated to her/him.
- h) All officers shall deliver to their successors official materials at the close of their service of office.

Article IX Meetings

- a) Two (2) annual meetings of the Executive Board shall be held in June and August of each calendar year, the exact date to be decided upon by the Executive Board.
- b) The regular monthly meetings of the organization shall be on the third Wednesday of the month. Should a meeting date(s) occur when school is not in session, or on a religious holiday the alternate date(s) will be determined by the Executive Board.
- c) Special meetings may be called by the Executive Board. Appropriate notification will be given to the school populace by a Co-President of the Executive Board committee.

- d) A simple majority of the Executive Board present at any meeting shall constitute a quorum necessary for the transaction of business of the organization.
- e) There shall be two required Executive Board meetings as described above.

Article X Activities

Notwithstanding any other provision of these articles, the organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing of our public safety, literacy, or educational purposes; or to foster national or international amateur sports competition (but only if no part of its activities involve the providing of facilities or equipment); or for prevention of cruelty to children or animals as specified in section 501 (c) (3) of the Internal Revenue Code of 1954. The organization shall not carry on any activities not permitted by a corporation or organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code 1954.

Article XI Propaganda

No substantial part of the activities of the organization shall promote propaganda, or otherwise attempt to influence legislation (except as provided for by internal Revenue Code section 501 (h)) or participate in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Article XII Parliamentary Procedure

Modern Parliamentary Procedure by Ray E. Keeseey shall govern this organization in all cases which they are applicable and in which they are not inconsistent with these bylaws. *The Modern Parliamentary Procedure* copy shall be kept by the PTO.

Article XV Amendments

These bylaws may be amended at any regular or executive meeting of the organization by a majority vote of the Executive Board committee members.

Drafted by the 2005 Exeter Elementary School PTO Committee.

Committee Members:

Deanna MacDonald -Co-President
Carter Siegel- Co-President
Jeanette Lackey- Treasurer
Gina Dickenson- Secretary
Kat Nichols -Teacher
Susan Drinker- Teacher
Mary Vogt- Publicity/Newsletter
Michelle Denney- Volunteer Coordinator
Kirsten Dixson- Fundraising

By-laws adopted by the PTO organization in May 2005

Six Steps to Every Motion

1. A member makes a motion.
2. Another member seconds the motion (do not talk about the merits of the motion, just make motion).
3. The presiding officer restates the motion the group; The motion needs to be worded exactly as stated by maker.
4. The members debate the motion; presiding officer controls the discussion to stay on topic.
5. Presiding officer asks for the affirmative votes and then the negative votes;(All in favor" say aye, those opposed say "opposed")
6. The presiding officer announces the result of the voting; instructs the corresponding officer to take action; and introduces the next item of business.

Committee Guidelines

Updated August 2009

•Committee direction is provided by the PTO board; meet with PTO Co-Presidents for briefing. If the event has been held previously, plan to talk with last year's chairperson

Contacts:

* Co-Presidents 2009-2010:

Erin Morrissey	580-2274 home	702-2478 cell	emastinemorrissey@yahoo.com
Cindy Morris	772-6367 home	770-0690 cell	cindymorris4@hotmail.com

(You only need to contact one of us)

•Co-Presidents will handle Building use forms, approvals from the SAU office and discussions with Principals. All planned publicity (invitations, flyers, posters, etc.) must be cleared by a co-president.

•Recruit and convene your committee; begin planning your event. Review plans with Co-Presidents.

•Create a budget for your event.

•Present your plans at a PTO meeting including the request for your budget. Your budget must be approved by the PTO.

Distribution of Backpack items will be handled through the PTO Secretary:

Jill Sweeney Bosa 778-6176 inish@comcast.net

•Please attend monthly PTO meetings and report progress to Board and PTO forum.

•Social events are usually self-supporting (ticket prices cover expenses). However, if you plan to solicit donations from area businesses, please clear the list of businesses/people you plan to approach with the PTO Co-Presidents prior to beginning. One person should be responsible for solicitations to avoid multiple calls. Please be sure thank you cards are sent for any donation made.

•Keep detailed records of your expenses. You may present bills to the treasurer for payment directly to the vendors. Any requests for reimbursement for out of pocket expenses must be accompanied by detailed receipts and a check request form (available from the treasurer).

•At the conclusion of your event, a report, (verbal, hard copy, digital copy) shall be delivered to the PTO body, documenting the planning and implementing of your event. This document will be filed for later use by any future committee chair. See following PTO Event Summary and Information Sheet for guidance.

PTO Event Summary and Information Sheet

This form is designed to assist you and future event planners. Please record and attach any pertinent information that will help make our PTO events successful.

Event Name:

Please attach any of the following:

1. Flyers and notices sent home in backpacks
2. Building use form (see below)
3. Pricing sheets from vendors or suppliers
4. Lists of purchased items
5. Treasurer revenue summary report.

Please provide the following information:

- Who helped plan the event?
- How did you distribute the work? (for example, food, decorations, etc.)
- How many people attended?
- How many volunteers did you require the night of the event?
- What problems did you encounter planning the event?
- What challenges did you encounter planning the event?
- What recommendations do you have for future event coordinators?

PTO Event Planning Page

This form is designed to assist you and future event planners. Please use this form to present your plan to the PTO.

Name of the Event:

Theme:

Date and Time:

Location:

Ticket Price:

Brief description of event and planned activities:

Entertainment planned:

Anticipated Income

Ticket price x Number of Expected Admissions = \$

Other Anticipated income \$

Actual Income (to be completed after event) \$

Budget Planner

Proposed Budget	Projected	Actual
Invitations		
Entertainment		
Activities		
Decorations		
Popcorn/Water		
Other		
Total		

PTO Working Budget 2009-2010

To be added after formal vote @ 1st PTO meeting September 30

TimeLine of PTO School Year

Created 2004

Updated 8/09

August

- Get Linda Smith & Susan Gentile new names, phone numbers and emails of all Board Members for the next year; update PTO overview page for the student handbooks.
- Standing Committee Chairs make budget requests in writing for the coming year.
- Plan for fall fundraising event; fall fundraising committee meets if necessary.
- Hold Executive Board meeting to welcome new Executive members to PTO; set calendar and budget for the coming year; finalize PTO meeting dates, times and locations; discuss speakers for future meetings; finalize gifts to school before the start of new school year.
- Hospitality sets date for Welcome Back Breakfast for teachers
- File building use forms for upcoming events
- Volunteer coordinators prepare volunteer recruitment survey for distribution first week of school
- Begin plans for any events scheduled in the first few months of the fall
- Make sure the PTO Website is updated.
- Make sure babysitting is taken care of for first meeting: Carla Ranks@ SST: 775-8474, cranks@sau16.org
- Decide on social/community building events for the year

Treasurer-

1. Renew General Liability Insurance --Policy #MXG80831775 Cust # CZF001
Patriot Insurance 1-800-859-2724 (call if you have not received paperwork.)
2. Finalize budgeted and actual expenditures report for previous year and present to Executive Board at August board meeting.
3. Complete and file IRS form 990-EZ and NHCT-2 by Dec. 1 (Tax ID# 02-0348210)

Co-Presidents-

Update signature files at the bank.

September

- The Exeter Elementary School Board Meetings start 1st Tuesday of the month
- PTO Meeting third Wednesday of the month
- Treasurer presents working budget/ vote at 1st meeting.
- Determine newsletter schedule for the year; prepare for first issue including letter from co-presidents
- Volunteer Committee schedules and plans for Orientation for volunteers.
- All proposed budgets due by committee members for final voting
- Road Race committee recruited and begins meeting
- Confirm committee chairs and identify/recruit members for event planning

October

- Contact Phyllis Stenstream about hosting Math/Tech night.
- Begin planning for road race; finalize committee members and responsibilities
- Treasurer: Renew Directors' and Officers' Liability Policy #NOA1310789

November

- Holiday shop planning begins/ Hospitality Committee
- Vote/Decide on holding the December meeting.
- Plan Newsletter
- Discuss Spring Fundraiser (if applicable)
- Staff gifts purchased by co- chairs(principals, secretaries, asst. principals, janitors)
- Newsletter goes out

January

- Road Race check up
- Family Literacy night planning should begin(talk with Mrs. McCaffrey)
- Plan Newsletter

February

- Road Race Follow up
- Plan for Family Literacy night
- Newsletter goes out.
- Search Committee forms for new Board positions

March

- Road Race follow up

April

- Road Race follow up
- Hospitality start planning for Teacher Appreciation Day (1st week of May)
- Advertise any new Board positions available for next year/Take nominations
- Newsletter goes out

May

- Road Race
- Teacher Appreciation day (1st week of May)
- Research for school gifts at the end of the year (ask principals)
- Hold elections for next years' PTO board
- Vote regarding fall fundraiser. What will it be?
- Scholarship: Vote yearly on whether to offer this. Guidance Office at EHS needs to be notified.

June

- Gifts purchased for staff (principals, secretaries, asst. principals, janitors)
- Vote on gifts given to school.
- Recognize outgoing board and committee members and announce new members to forum
- Vote Teacher start up money for next year
- Vote for meeting day and time for next year (should remain the same unless conflict occurs)

- Vote on events to be held for next year and identify committee chairs
- Hold wrap up board meeting
- Scholarship Awards Ceremony at CMS: presented by Co-Presidents
- Form Committee for fall Fundraiser
- Tax period ends 7/31. All receipts for current year projects must be submitted by 7/15 to receive payment.

Gifts for Staff List

Christmas and End of Year

Main Street School:

Mr. Adler	35.00
Mrs. McCaffery	30.00
Linda Smith	25.00
Secretary	25.00
Janitors (5)	10.00 ea.

Lincoln Street School:

Mr. Keays	35.00
Mrs. Smith	30.00
Susan Gentile	25.00
Susan Powers	25.00
Ann Matthews	15.00
Janitors (4)	10.00ea

Total faculty 245 x 2 = \$490

Janitors 90 x 2 = \$180

Total for year = \$670

PTO Event List 2009-2010

Fall Fundraiser: Sept.11-Sept.28 : This year our fall fundraiser will be an Innisbrook Wrapping Paper Sale and an Equal Exchange Fairly Traded Coffee Sale. Look for information in your child's backpack.

Holiday Shop: December : This "store" offers children the chance to purchase holiday gifts that fit their budgets. It's an opportunity to experience the joy of giving during the holiday season.

Textile Bins: Located in the Lincoln Street School parking lot. Bring your used clothing, paired shoes, sheets, blankets, and stuffed animals, clean and bagged. Textiles are exported to help families in third world countries and each year we earn \$2000-\$4000 for our schools.

Get Fit in May Road Race: May 15, 2010 Our annual road race designed to highlight the benefits of fitness to our kids. This event is a large fundraiser as well and is generously supported by local businesses. Visit <http://www.getfitinmay.com> for all information.

Cultural Events: The PTO sponsors multiple cultural events and programming throughout the year for all grades.

Reading Night/Family Literacy Night The PTO sponsors this event and provides refreshments to all who attend.

Hospitality: Each year our PTO and a network of families sponsor a Welcome Back Breakfast for teachers and administrators in the fall and a Teacher Appreciation Luncheon in the spring. It's our way of saying thank you to our teachers and administrators for all they do for our children.

Box Tops for Education: Our PTO coordinators gather and manage the General Mills box tops for this national program. Our school earns ten cents per box top. Last year we raised over \$3500.

Volunteer Orientation: Sept. Our Volunteer Coordinators host this informational gathering to provide information on all the opportunities available for volunteering in the schools

Café Press: Purchase PTO/Exeter items at www.cafeshops.com/exeter.

Exeter Elementary PTO Newsletter: This publication comes out four times a year to provide all families periodic updates on our activities.

Cultural Event Calendar

Janet Guen will provide a separate list @ first PTO mtg.

Approved
12-15-08; 3-30-09

**REVISED SAU #16 CALENDAR
2009-2010**

KEY
[] Teacher In-service
() Holiday/No School
Bold Vacation
** Note Footnote

AUGUST/SEPTEMBER 21 Days

31	1	2	[27]	[28]
<u>7</u>	8	9	10	<u>4</u>
14	15	16	17	18
21	22	23	24	25
28	29	30		

Aug. 27 – Teacher In-Service
Aug. 28 – Teacher In-Service
Aug. 31 – School Opens – All students
Sept. 4 and Sept. 7 Labor Day Weekend – No School

OCTOBER 21 Days

			1	2
5	6	7	8	9
(12)	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 12 – Columbus Day – No School

NOVEMBER 17 Days

2	3	4	5	6
9	10	(11)	12	13
16	17	18	19	20
23	24	<u>25</u>	<u>26</u>	<u>27</u>
30				

Nov. 11 – Veterans Day – No School
Nov. 25-27 Thanksgiving Recess

DECEMBER 17 Days

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	<u>24</u>	<u>25</u>
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	

Dec. 23 – Early Release
Dec. 24-31 – Holiday Recess

JANUARY 19 Days

				<u>1</u>
4	5	6	7	8
11	12	13	14	15
(18)	19	20	21	22
25	26	27	28	29

Jan. 1 – Holiday Recess
Jan. 18 – MLK, Jr. – No School

FEBRUARY 15 Days

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>

Feb. 22-26 – Winter Vacation

MARCH 22 Days

1	2	3	4	5
8	9	10	11	12
15	16	17	18	[19]
22	23	24	25	26
29	30	31		

Mar. 19 – Teacher In-Service Day

APRIL 17 Days

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>

April 26-30 – Spring Vacation

MAY 20 Days

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
(31)				

May 31 – Memorial Day – No School

JUNE 11 Days

	1	2	3	4
7	8	9	10	11
14	15	[16]	17	18
21	22	23	24	25

Graduation – To be announced after April vacation
June 15** – Last day for Students
June 16 – Teacher in-Service (185-day contract)

** June 16, 17, 18 & 21 are snow make-up days, if needed

Exeter Elementary PTO Check Request 2009-2010

Exeter Elementary PTO Check Request 2009-2010

Date:	Your name:
Your phone number:	
Committee or Project: (use a separate form for each project)	
Description of expense:	
Amount of check:	Check should be written to:
Where should check be sent?	
Date check issued:	Check #:

Thank you. Please attach all receipts.

Exeter Elementary PTO Check Request 2009-2010

Date:	Your name:
Your phone number:	
Committee or Project: (use a separate form for each project)	
Description of expense:	
Amount of check:	Check should be written to:
Where should check be sent?	
Date check issued:	Check #:

Thank you. Please attach all receipts.

Requesting PTO Funding

Procedure for requesting PTO funding after the PTO budget for the year has been approved:

Prior to the monthly PTO meeting the individual or organization seeking funding must notify the Co-Presidents in writing of their intent to make the request and ask to be put on the agenda. They must then attend the PTO meeting to present the request.

a. For requests of under \$500:

A vote to fund or not fund the request may be taken at the same meeting that the request is made or the PTO may vote to table the decision to a later date.

b. For requests of \$500 or over \$500:

The request for funds will automatically be tabled for one month to allow the Executive Board time to fully review the proposal, gather any additional information needed and to review the budget status.

The request will be brought back to the next PTO meeting. The Executive Board will update the membership on the information gathered during the review process. The request will then be put to vote.

The individual or organization presenting the proposal is welcome but not required to attend this meeting.

