

## Sunset Ridge/Middlefork School PTO Board Report

*Thank you for taking time to complete this report. This information will be kept as an electronic file on the website and used solely to hand down to the next person responsible for chairing this position. We value your experience and knowledge and know the incoming chair will as well. Every little bit helps!*

**Submitted by:**

**Margie Huber and Beth McCormack**

**Board Position and Year held:**

**8<sup>th</sup> Grade Chairs, 2016/17**

**Approximate Budget:**

**\$7,600**

**Key Responsibilities: Please list key responsibilities, for your position, in its corresponding month:**

Month	Responsibilities (bullet format, add as many as needed)
July	
August	<ul style="list-style-type: none"> <li>-Go over all the jobs and committees and find people to chair them.</li> <li>-Establish your budgets and decide on the amount of fees to charge the parents. This year we charged \$100 per 8<sup>th</sup> grader.</li> <li>-Make sure the chair of the Back-to-School party has everything in place and sends out invites.</li> <li>-Reserve the DJ for the graduation party DJ Famos famos@getfamos.com</li> <li>-Touch base with the Principal on the scheduling of the 8<sup>th</sup> grade parent meeting in September.</li> <li>-If you want to, schedule a parent get-together at someone's house where you can provide info about volunteering on committees, collect fees, and get parents psyched about the upcoming year.</li> <li>-Create a hand out that provides parents with a schedule of events, committee contacts, and other important information. You can hand this out at the parent get-together and the September meeting.</li> </ul>
September	<ul style="list-style-type: none"> <li>-Let the PTO Treasurer know how much 8<sup>th</sup> grade dues are</li> <li>- Meet with Ivy/Admin to plan the 8<sup>th</sup> grade parent meeting in later this month.</li> <li>-Meet with the advisors to brief them on the year's plans as well</li> <li>-Plan a day to stop by the advisories to brief the students on the plans for the year</li> </ul>
October	<ul style="list-style-type: none"> <li>-Speak at the 8<sup>th</sup> grade meeting about committees, ways to get involved. Ask committee chairs if they would like to speak or not.</li> <li>-Collect any outstanding dues.</li> <li>-Touch base with the Mid Winter Party chairs to get plans finalized.</li> <li>-Send an email to all 8<sup>th</sup> grade parents detailing how the Photo/Video chairs want to receive the photos for the baby project and the video montage, in what form they want the photos, and when the deadline is.</li> <li>-Make sure class gift Committee is touching base with Admin, 8<sup>th</sup> advisors and students to get them to think about possible fundraisers for a class gift</li> </ul>
November	<ul style="list-style-type: none"> <li>-Collect any outstanding dues.</li> </ul>

December	-Publicise deadline for baby pics and video montage pics.
January	-Check in with Mid Winter Party chairs to make sure all plans are solidified and invite gets sent out. -Check in with Baby Photo Montage chair to make sure all is on track. -Check in with video montage person. -Make sure 8 <sup>th</sup> grade fundraiser is planned for the 2 <sup>nd</sup> half of the year and that the students have come up with several class gift ideas.
February	-Check in with Grad Party committee to make sure they have started planning. -Meet with the principal to touch base before the spring parent meeting. Send email to committee chairs about giving updates at the meeting. Present any updates at the meeting.
March	-Provide updates at the spring Parent Meeting. -Check in with Grad Flower Chair to make sure they are on track. -Check in with Beach Party Chair to make sure plans are progressing.
April	-Reach out to the incoming 8 <sup>th</sup> grade chairs about hosting the graduation reception. -Check in with video montage person to make sure video is being finalized. -Check in with Grad Party Chair on party progress.
May	-Finalize grad party, beach party, icecream social party details. -Remind Chairs to record expenses so you can pass on budget info to next year's chairs. -Confirm video/photo montages are ready. -Confirm flowers are ordered. -Confirm and pay remaing to DJ. -Start to plan the traditional MTC pool party that is paid for by MTC parent members, and takes place the day after graduation.
June	-Make sure all expenses are reported to the PTO before PTO books are closed. -Make sure parents are emailed any links to pictures and the video. -Write thank you notes to all chairs/volunteers/teachers. -Pull off the MTC pool party the day after graduation.

## Key Contacts

List key contacts, in chart below and any pertinent information that could prove useful for incoming chair.

<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>Misc Notes</b>
Famos DJ Entertainment	famos@getfamos.com	847-845-4551	Used for graduation Party getfamos.com
Record a Hit, Rob Broms	rbroms@recordahit.com	847-690-1100	Used for candid photos and party photos at LC before ceremony, during ceremony & at grad party
Edwards Florist		847-446-8220	Used for grad flowers.