

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:
Anne Peterson

Board Position and Year held:
FAN rep 2016/17

Approximate Budget:
0

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

Month	Responsibilities (bullet format, add as many as needed)
July	
August	
September	Every month, attend the 2 hour FAN meeting to get PR materials for that month's speakers. Speak with the school secretaries about where they would like the materials posted in order to advertise them. Consider posting materials in the teachers lounges if the presentations offer Professional Development Credits. Take the materials down after the events have passed. Be prepared to speak about upcoming events at PTO meetings, bringing extra PR materials to hand out. Consider posting jpegs of the PR material on the parent and PTO facebook pages, and submitting them to be published in the monthly digest.
October	Repeat every month.
November	
December	
January	
February	
March	
April	
May	

June	

Key Contacts

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

Name	Email	Phone	Misc Notes