

## 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:**  
Wendy Sawtell

**Board Position and Year held:**  
Lunchroom Volunteers-3<sup>rd</sup> year

**Approximate Budget:**  
Zip

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

Month	Responsibilities (bullet format, add as many as needed)
July	spend time at a beach or pool
August	fill any holes in schedule and ask for subs-send incoming 4 <sup>th</sup> grade parents a note to volunteer send out final schedules a few weeks before school starts and include subs
September	breathe and be happy kids are back at school
October	trick or treat
November	After Thanksgiving Break remind everyone what week we are on when we resume school
December	open presents and give a few too
January	write thank you cards and remind lunchroom peeps what week we are on when school resumes
February	find somewhere warm to go for President's weekend
March	pack for spring break
April	finally take down x-mas lights outside
May	ask current volunteers if they want to hold their position for 2015-16 and give them a deadline (roughly mid June before I seek out other victims) Ask subs if they would like a spot for next year if available.

June	be really nice to people with pools and club memberships to ensure a fun summer
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**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>
Tom Beerheide	beerheidet@sunsetridge29.org	881-9457	He runs the show and helps train and make sure things run smoothly
Anne Peterson	apeterson70@comcast.net	848-6344	she has nothing to do with lunchroom but I continually like to bother her and keep her in the loop. Makes me smile.