

## PTO Gifts (formerly Ways and Means) Timeline

### September:

In some ways, you need to work backwards from the Committee Meeting Date.

- Contact Principals and Superintendent to begin the process.
  - Specify date that applicants should get applications in to administrators (October 24<sup>th</sup>ish). **Emphasize that you will need them vetted and sent to you a few days before the next general PTO meeting in November.**
  - Ask them to please distribute the Guidelines and Application to staff.
  - Find out, if need be, who Union Representatives.
  - Attach Guidelines for Funding Requests (in .pdf format)
  - Attach PTO Gifts Application (in .pdf format)
- Ask Union representatives to solicit two teacher representatives to serve on Gifts Committee. Have them let you know at earliest possible convenience.
- Send Guidelines for Funding Request and PTO Gifts Application to President (or whoever is in charge of webpage) so they can upload to the PTO webpage
- Find out how much is in budget for PTO Gifts.
- Once you know who the teacher representatives are send out an email to the committee to plan meeting time for the Committee. This needs to happen **after** the November PTO meeting but before the end of November.
  - Gift Committee includes: Superintendent, Middlefork Principal, Sunset Ridge Principal, Chief School Business Official, two teacher representatives, the School Board PTO Representative, and members of the PTO Executive Board (at a minimum to include the President, Treasurer, President-elect, and Assistant Treasurer).
- Figure out a meeting date (Spreadsheets help.)

### October:

- Monitor the process, answer any questions.

### November:

- Make certain you have been sent all the vetted applications from administration.
- Post all applications online before the November PTO meeting.
- Using email/Facebook/website, remind all PTO members in good standing to review the applications and to send you feedback via email.

- Remind PTO during meeting to review applications and send you feedback before the scheduled meeting of the Gifts Committee
- Send reminder to Gifts Committee about meeting.
- Double check amount in budget for Gifts. Be ready to present this information to the Committee.
- Send out, if you wish, some guiding questions to the Committee to help focus discussion at the meeting.
- Bring originals (and copies, if you wish) of applications for reference during meeting.
- Run meeting. Discuss and vote on applications. Be certain to include in discussions any feedback received via email.
- Inform recipients of the Committee's decisions.
- Post approved gifts online.

**December:**

- Report at December PTO meeting recipients of PTO