

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:
Sarah Crawford

Board Position and Year held:
School Supplies 2016-2017

Approximate Budget:

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

| Month | Responsibilities (bullet format, add as many as needed) |
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| July | |
| August | <ul style="list-style-type: none"> -Take delivery of School Kits at MF and SRS. -Distribute kits to classrooms. Assemble a team to help you deliver kits at each school. -Contact your SchoolKidz rep about any order issues. -Sign next year's contract with the name of the incoming PTO rep |
| September | |
| October | |
| November | |
| December | |
| January | <ul style="list-style-type: none"> -Get access to Staple's SchoolKidz customer portal. District 29's SchoolKidz rep Suzanne Kuehn has your name and contact email. She will email you when the customer portal is open with your login ID and password. If you haven't heard from her by the end of January, email her directly. You will have two separate accounts with the same login information, one for SRS and one for MF -Download/print out last years's supply lists for each grade. Once you have access to the portal, you will be able to access the teachers' supply lists from the previous year. |
| February | <ul style="list-style-type: none"> -Email last year's supply lists to each grade's team of teachers asking each team to update its list. The teachers from some grades will be very quick to reply. Others may need a reminder or two. Set the deadline for changes to the supply list for mid-March |

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| March | Answer any teacher questions and make sure all lists are received by the end of March |
| April | <p>-On the SchoolKidz portal, update each grade's school supply list. This step can be time consuming since we don't have a master-list of Staples' products. Usually, teachers will ask to delete items or to increase the number of an item already on their list. If a teacher team is adding a new item to their list, check if another grade has it on their list to find out the item number and specific Staples product information. Your rep can also help you determine if Staples carries a requested product. Occasionally a teacher team will request an item Staples doesn't carry. Work with the teachers to determine an appropriate alternative.</p> <p>-Set pricing for each grade's kits. We round up to the nearest dollar. The PTO receives this extra revenue.</p> <p>-Decline ALL offers for physical order forms and posters. None of these make sense for us, as we offer kits and nothing else. The posters/forms include extra information and products that confuse our very streamlined process.</p> <p>-Confirm tht our online order pages include ONLY school kits for grades K-8. SchoolKidz will want you to give parents the opportunity to order individual items like backpacks at the same time as their school kits. Ask your rep to remove ALL items except our specialized school kits from the online prdering page so there is no confusion when parents access the link.</p> |
| May | <p>-Set window to accept online orders. Mid-May to early June is best. Orders must close by a certain amount of time before you can accept delivery so make sure you are closing orders in time to accept delivery the week you would like in August. Close the ordering window for parents a day or two before Schoolkidz ordering is actually closed to allow yourself time to add late orders at your discretion.</p> <p>-Create promotional material telling parents it's time to order.</p> <p>-Advertise School kits sale in PTO monthly newsletter, weekly Friday emails and any other PTO emails</p> <p>Ask main office at SRS and MF if they would like to order any extra kits for any grades.</p> |
| June | <p>-Tally orders and schedule delivery. Your Schoolkidz rep will email you all of the information you need to schedule deliveries of the school kits to SRS and MF in August. In the past, we have used Moran Transport Corp. to deliver kits. Pick a delivery date the week before school begins, preferably when teachers are back but students are not. Confirm with the facilities head that the delivery date and time you choose is acceptable.</p> |

Key Contacts

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

| Name | Email | Phone | Misc Notes |
|---------------|------------------------|-------|----------------|
| Suzanne Kuehn | s.kuehn@schoolkidz.com | | Schoolkidz rep |
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