

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:

Amy Allen, Jenny Damon and Joanna Soukoulis

Board Position and Year held:

Welcomers Co-Chairs 2013-2015

Approximate Budget:

\$300.00

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 | <ul style="list-style-type: none"> * Contact the Middlefork Secretary and Sunset Ridge Secretary to let them know you are in the Welcomers position. Request a list of the new families to the district with addresses, emails, and phone numbers. |
| August | <ul style="list-style-type: none"> * Contact school administration to find a suitable date for the Welcomers Ice Cream Social, some time within the first couple weeks of school. * Reserve the date for Clarkson Park with the Northfield Park District when you hear back from school administration. * Contact experienced families to be mentors who would in turn contact a new family, welcome them to the district, answer their questions and attend the ice cream social with their family. The mentor family should plan to stay in contact with the new family throughout the school year. * Send emails to the mentor families with their assigned family contact information, family members' names, and children's grades. Match families with children in the same grades. Remind mentors to call the family before school starts to answer questions and invite them to the ice cream social. * Contact Starbucks, Marianos, Three Tarts, etc. about donations for the ice cream social and Kindergarten coffee. * DAY BEFORE SCHOOL STARTS: Pick up food for the Kindergarten coffee. * FIRST DAY OF SCHOOL: Host the Kindergarten coffee. Bring breakfast treats, coffee and supplies to school. Set up one table in the back of the school's small gym. |
| September | <ul style="list-style-type: none"> * Send ice cream social invitations to new families, mentor families, key administrators and the PTO Exec Board. All school families are not invited to the social. * Add the ice cream social invitation to the weekly newsletter. * DAYS BEFORE ICE CREAM SOCIAL: Order ice cream, purchase toppings/supplies for ice cream social. * DAY OF ICE CREAM SOCIAL: Pick up the key to Clarkson Park; arrive early to set up tables. Set up entire social outside if weather permits. Allow ice cream to thaw a bit before the event begins. Serve ice cream to guests and let them put on their own toppings. * DAYS FOLLOWING ICE CREAM SOCIAL: Send a thank you email to mentor families thanking them for their participation and reminding them to stay in contact with their family throughout the school year. |
| October | <ul style="list-style-type: none"> * Send an email to remind mentor families to contact their family about upcoming school events, if applicable. * Check in with the Middlefork secretary and Sunset Ridge secretary to see if any |

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| | new families have entered the district. If so, assign the new family a mentor family. |
| November | <ul style="list-style-type: none"> * Send an email to remind mentor families to contact their family about upcoming school events, if applicable. * Check in with the Middlefork secretary and Sunset Ridge secretary to see if any new families have entered the district. If so, assign the new family a mentor family. |
| December | <ul style="list-style-type: none"> * Send an email to remind mentor families to contact their family about upcoming school events, if applicable. * Check in with the Middlefork secretary and Sunset Ridge secretary to see if any new families have entered the district. If so, assign the new family a mentor family. |
| January | <ul style="list-style-type: none"> * Send an email to remind mentor families to contact their family about upcoming school events, if applicable. * Check in with the Middlefork secretary and Sunset Ridge secretary to see if any new families have entered the district. If so, assign the new family a mentor family. |
| February | <ul style="list-style-type: none"> * Send an email to remind mentor families to contact their family about upcoming school events, if applicable. * Check in with the Middlefork secretary and Sunset Ridge secretary to see if any new families have entered the district. If so, assign the new family a mentor family. |
| March | <ul style="list-style-type: none"> * Send an email to remind mentor families to contact their family about upcoming school events, if applicable. * Check in with the Middlefork secretary and Sunset Ridge secretary to see if any new families have entered the district. If so, assign the new family a mentor family. |
| April | <ul style="list-style-type: none"> * Send an email to remind mentor families to contact their family about upcoming school events, if applicable. * Check in with the Middlefork secretary and Sunset Ridge secretary to see if any new families have entered the district. If so, assign the new family a mentor family. |
| May | <ul style="list-style-type: none"> * Send an email to remind mentor families to contact their family about upcoming school events, if applicable. * Check in with the Middlefork secretary and Sunset Ridge secretary to see if any new families have entered the district. If so, assign the new family a mentor family. |
| June | * No action necessary |

Key Contacts

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

| Name | Email | Phone | Misc Notes |
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| Anne Murphy, Middlefork Secretary | murphya@sunsetridge29.org | 847.881.9500 | Anne provides a Google doc with new family contact information. It is helpful to add a column to Anne's Google doc with the assigned mentor family names. |
| Kyla Quesada, SRS Secretary | quesadak@sunsetridge29.org | 847.881.9400 | |
| Rob, U Dawg U owner | n/a | 847.441.6200 | Rob has donated an employee to deliver and scoop ice cream during the social. Tip is still required. |
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