

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:

Stacey Baker and Marie LaPlante

Board Position and Year held:

Northwestern Settlement House Co-Chairs 2017-2018

Approximate Budget:

\$2000.00

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

Month	Responsibilities (bullet format, add as many as needed)
July	* no action necessary
August	* no action necessary
September	* contact Christine Keopraseuth, SRS coordinator, to select date for gift delivery to Settlement House; confirm date with Yasmin Rodriguez at Settlement House (selected date is generally the last Wednesday before winter break)
October	* create suggested timeline for sending gift letters home to parents/due date for gift delivery to school/date of 5-8 th grade shopping trip/date of 1-3 rd grade assembly and send email to Christine Keopraseuth, Ivy Sukenick and Mary Frances Greene with this info * contact Matt Sudman at Settlement House to coordinate 1-3 rd grade assembly at Middlefork * request gift wish lists from Yasmin Rodriguez at Settlement House (select family sizes based on class and advisory sizes; assign three students per family member)
November	* assign Kindergarten through 4 th grade students to families; 5-8 th grade will make their own assignments and do their own shopping * create gift letter for distribution to students; one side of letter contains general gift drive instructions and the other, gift assignments * distribute letters to all students the week before Thanksgiving via teacher mailboxes; send electronic copy of lists to Keopraseuth, Sukenik and Greene * purchase, label and distribute boxes to classrooms * reserve 24 ft. rental truck through U-Haul * accompany Matt Sudman to 1-3 rd grade assembly at Middlefork
December	* one week prior to gift delivery day, confirm truck rental and delivery time with Yasmin * check boxes of K-4 th grade classrooms to be sure every family member has at least three gifts; shop to fill in any holes

	<ul style="list-style-type: none"> * purchase \$25 Jewel gift cards (one per family); do not place in boxes; deliver directly to Yasmin when at the Settlement House * deliver gifts to Settlement House (begin packing truck at 7:00 a.m. day of event) * write thank you notes to all helpers and include a \$25 tip (to SRS and Middlefork coordinators) *write a thank you on behalf of the PTO to all SRS families for their participation
January	* no action necessary
February	* no action necessary
March	* no action necessary
April	* no action necessary
May	*no action necessary
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
Yasmin Rodriguez, Emergency Service Director, Northwestern Settlement House	yrodriguez@nush.org	773.969.5578	Yasmin is new to the project this year but has been very responsive
Matt Sudman, AD of Giving and Outreach, Northwestern Settlement House	msudman@nush.org	773.969.5509	Matt travels to Middlefork to speak with 1-3 rd graders about the Settlement House and also leads the 4 th grade tour when they come to the Settlement House for the gift delivery
Christine Keopraseuth, SRS coordinator	Keopraseuthc@sunsetridge29.org	847.881.9463	Christine Keopraseuth advises the SRS Student Council and is the primary contact for SRS

--	--	--	--