

# **Academy Charter School's Parent Teacher Organization Handbook**



## **ACS-PTO Objectives**

- 1. To develop a closer relationship and a better understanding between parents and teachers;**
- 2. To promote the welfare of children and youth in home, school and community;**
- 3. To develop an effective communication system between school and community;**
- 4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth;**
- 5. To give financial support to school projects chosen by the membership, in cooperation with the PTO Board, teachers, committees, Dean's and Governing Board.**

## TABLE OF CONTENTS

2009-2011 PTO Officers.....	2
PTO Frequently Asked Questions.....	3
Calendar of Events.....	7
PTO Activity Descriptions.....	10
How PTO Helps You and Your Student.....	12
How You Can Help PTO Help ACS.....	14
PTO Donation Forms.....	15
ACS-PTO Proposed Budget.....	16

## 2009-2011 PTO OFFICERS

President	Misty O’Leary	jimandmisty@comcast.net
Treasurer	Bonnie Buckley	bonnie_buckley@msn.com
Secretary	Jeannie Reddan	txreddan@msn.com
Co-VPs of Fundraising	Emily Ragan Deb VanSicklin	ceragan1@msn.com castlerockvans@gmail.com
VP of Communication	Allyson Ford	allyson4d@hotmail.com
VP of Social	Laura Heese	heeseal@msn.com
VP of Enrichment	Meredith Jacob	meredith@jacob2.com
Elementary Teacher Representative	Tina Cook	cookk@academycharter.org
Middle School Teacher Representative	Michelle Barrette	barrettem@academycharter.org

## PTO FREQUENTLY ASKED QUESTIONS

### WHAT IS PTO?

PTO stands for Parent Teacher Organization, and as the name implies, is made up of parents and teachers. PTO raises funds for projects and items that benefit the students and community. PTO organizes volunteer help for various school events which may occur during school hours or after school hours.

### WHO CAN BE IN THE PTO?

Any ACS staff member and any parent/guardian of an ACS student can participate in the PTO. In fact, as a parent/guardian of an ACS student, you are already a member!

### WHAT IS EACH PTO BOARD MEMBER'S ROLE AND RESPONSIBILITIES?

The **President** shall organize and preside over all the meetings of the Organization, including General as well as Executive Board meetings. In addition, the President shall work closely with the Deans, Teachers, Administrative Staff, PTO Executive Board, SAC, Governing Board and ACS parents. This position will oversee all activities through each Executive Board Member, and shall receive periodic reports regarding all activities and events. This position shall work closely with the Governing Board, SAC and Deans to ensure the PTO is kept current on the status and the direction of the school and its current needs, so the PTO and parents can make informed, intelligent decisions regarding all monies raised through the PTO. This position shall ensure that everyone within the school is current on all PTO activities and understands the PTO Board's goals and direction for each school year. The **Treasurer** shall maintain all financial records, prepare PTO budget, prepare all State and Federal documents, and work with retained CPA firm. The Treasurer shall keep a notebook that will contain cash/check verification forms that must be used for all monetary transactions, including but not limited to all fundraising and enrichment activities. The **Secretary** shall distribute all minutes to the Executive Board and maintain the PTO Minutes Book in the ACS office, work with the VP of Communications to ensure

that all minutes are made public to ACS parents, whether on the PTO Bulletin Board, ACS website, or both. The secretary shall attend to all correspondence for the PTO. The **VP of Communications** shall organize, coordinate, and produce all PTO communications, whether through the PTO Corner of the ACS Newsletter, the PTO Newsletter, the PTO Bulletin Board, ACS website or any other means deemed necessary. The charge of the Communication Committee is to facilitate the exchange of ideas, thoughts and information between the school, parents and the community. The **VP of Fundraising** is responsible for organizing, facilitating and delegating each fundraising event. The **VP of Social** will organize and coordinate all Teacher/Staff breakfasts and luncheons. This position shall assist with any event pertaining to the teachers and staff, such as Teacher Appreciation Week, etc. This position will work with the ACS administration to recognize ACS teachers and staff as needed. The **VP of Enrichment** shall coordinate community enhancement events to build community within the school and to inform the general public about ACS, along with providing supplementary, enriching cultural experiences for the students of Academy Charter School. The **Teacher Representatives** shall communicate back and forth between the PTO Board and the teachers to ensure all information and feedback is relayed back and forth. The **SAC-PTO Representative** shall communicate back and forth between the PTO Board and the SAC to ensure all information and feedback is relayed back and forth. The **Classroom Coordinator Liaison** shall help organize volunteers for all Fundraising and Enrichment events as requested by the VP of Fundraising and the VP of Enrichment.

#### WHAT DOES PTO DO WITH ITS FUNDS?

The PTO allocates thousands of dollars each year to technology, curriculum, music and library enhancements, teacher scholarships, classroom stipends to help defray the cost of classroom expenses. Typically, the PTO focuses its funds towards the most pressing needs of the school, determined by the Deans and Governing Board.

#### HOW DOES THE PTO RAISE THE FUNDS NEEDED?

PTO includes the following methods for its fundraising efforts: School supplies, traditional fundraisers, direct donations, sweatshirt sales, Box Tops and any other fundraisers voted on in any respective school year.

#### WILL MY CHILD BE ASKED TO SELL ITEMS DOOR-TO-DOOR?

NO!!! ACS and the PTO do not want any of its students participating in door-to-door sales for PTO fundraisers. Although children are welcome to approach family and friends, all fundraising participation is entirely optional.

#### WHAT IF I DON'T LIKE OR WANT MY CHILD TO PARTICIPATE IN ALL THESE FUNDRAISING EFFORTS? IS THERE SOME OTHER WAY I CAN CONTRIBUTE?

We will gratefully accept a check/cash/and/or credit card donation from you at any time. Any contribution is tax-deductible and we would be happy to give you a receipt! No amount is too small. A donation form is included at the back of this handbook. Many employers match employee donations and encourage you to process matching requests. The PTO can assist you with this if necessary.

#### WHAT WILL HAPPEN AFTER I SIGN UP TO HELP ON THE VOLUNTEER WORKSHEET?

The Committee Chairperson will contact you when volunteer help is needed. Please know that even after signing up, saying "No, I can't help at this time," is an acceptable response. Volunteers are needed in many other capacities throughout the year, on Picture Days, Health Screening Day, Book Fairs and various other fundraisers and events.

#### WHAT IS THE DIFFERENCE BETWEEN SAC AND PTO?

The purpose of the School Advisory Council (SAC) is to inform, to encourage, and provide opportunities for parent and community members to be involved in the planning and evaluation of the school's instructional program and improvement processes. By definition, the School Advisory Council is an advisory body.

PTO and SAC often work closely with each other on various community/enrichment events. The PTO designates a PTO Executive Board member or another parent volunteer to serve on the SAC as a SAC PTO Representative.

## WHAT ARE THE PTO GOALS FOR THE 2009-10 SCHOOL YEAR?

The PTO is working towards raising \$40,000 for the future purchase of a new science curriculum, plus the continued support of our teaching staff through teacher enrichment. With parent support of \$70 per student or \$130-135 per family, the PTO can meet this projected goal.

**2009-2010 PTO Calendar of Events  
Academy Charter School**

**(The PTO Executive Board Reserves the Right to Change Dates and/or Events as deemed necessary to meet financial goals or to accommodate ACS.)**

**August**

Registration: School Supplies (pre-orders distributed)	Mon/Tue, 3 <sup>rd</sup> /4 <sup>th</sup>
New Family Orientation	Wednesday, 5 <sup>th</sup>
Elementary Back to School Night	Tuesday, 18 <sup>th</sup>
Middle School Back to School Night	Thursday, 20 <sup>th</sup>
PTO Working Meeting	Thursday, 27 <sup>th</sup>
8 <sup>th</sup> Grade Parent Sponsored Teacher Breakfast	Friday, 28 <sup>th</sup>

**September**

PTO Sponsored Cooking Enrichment Classes	Wednesdays, 9 <sup>th</sup> , 16 <sup>th</sup> , 23 <sup>rd</sup> and 30 <sup>th</sup>
PTO Community Event	Friday, 11 <sup>th</sup>
7 <sup>th</sup> Grade Parent Sponsored Teacher Breakfast	Friday, 18 <sup>th</sup>
PTO General Meeting-Budget Meeting	Wednesday, 23 <sup>rd</sup>

**October**

PTO sponsored Abrakadoodle Enrichment Classes (Session 1)	Wednesdays, 7 <sup>th</sup> , 14 <sup>th</sup> and 28 <sup>th</sup>
Parent-Teacher Conferences –PTO Catered	Tuesday, 13 <sup>th</sup> Thursday, 15 <sup>th</sup>
PTO Sponsored Mad Science Enrichment Classes	Tuesday, 27 <sup>th</sup>
PTO Working Meeting	Thursday, 29 <sup>th</sup>
Sally Foster Fundraiser	

## November

Sally Foster Fundraiser continued PTO Sponsored Mad Science Enrichment-Cont'd	Tuesdays, 3 <sup>rd</sup> , 10 <sup>th</sup> and 17 <sup>th</sup>
PTO Sponsored Abrakadoodle Enrichment Classes Cont'd (Session 1)	Wednesdays 4 <sup>th</sup> , 11 <sup>th</sup> and 18 <sup>th</sup>
6 <sup>th</sup> Grade Parent Sponsored Teacher Breakfast PTO General Meeting	Friday, 13 <sup>th</sup> Thursday, 19 <sup>th</sup>

## December

PTO Sponsored Mad Science Enrichment-Cont'd.	Tuesday, 1 <sup>st</sup> and 8 <sup>th</sup>
5 <sup>th</sup> Grade Parent Sponsored Teacher Breakfast	Friday, 11 <sup>th</sup>

## January

4 <sup>th</sup> Grade Parent Sponsored Teacher Breakfast	Friday, 15 <sup>th</sup>
PTO General Meeting	Thursday, 28 <sup>th</sup>
15 <sup>th</sup> Anniversary ACS Cookbook fundraiser	TBD

## February

3 <sup>rd</sup> Grade Parent Sponsored Teacher Breakfast	Friday, 12 <sup>th</sup>
PTO Working Meeting	Thursday, 25 <sup>th</sup>
15 <sup>th</sup> Anniversary of ACS-Soc Hop/Ice Cream Social	TBD

## March

PTO Sponsored Abrakadoodle Enrichment Class (Session 2)	Wednesdays, 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> and 31st
2 <sup>nd</sup> Grade Parent Sponsored Teacher Breakfast	Friday, 6th
Parent-Teacher Conferences –PTO Catered	Tuesday, 16 <sup>th</sup>
	Thursday 18 <sup>th</sup>

## April

PTO Sponsored Abrakadoodle Enrichment Class Cont'd (Session 2)	Wednesdays, 7 <sup>th</sup> and 14th
1 <sup>st</sup> Grade Parent Sponsored Teacher Breakfast	Friday, 9th
PTO General Meeting	Thursday, 22nd
PTO Preliminary Budget	

## May

School supplies sale	
Teacher Appreciation Week	
Kindergarten Parent Sponsored Teacher Breakfast	Friday, 7th
Field Day Concessions	Wednesday, 19th
PTO Working Meeting	Thursday, 20th

## June

PTO Planning Meeting

## PTO COMMITTEE, ACTIVITY, AND EVENT DESCRIPTIONS

**BOX TOPS:** PTO collects both General Mills Box tops for Education, Campbell's Soup Labels for Education and Tyson Labels for Education. Periodic rewards are given to the individual or classroom with the most box tops collected.

**NEW FAMILY LIASON:** The PTO committee contacts families that are new to ACS community. They help welcome these families and are available to answer questions and help get them involved in the school community.

**TEACHER BREAKFASTS/LUNCHEONS:** The Social Committee of the PTO sponsors breakfasts and/or luncheons for our teachers several times a year, focusing on Testing/Conference days when our teachers are at the school all day.

**TEACHER APPRECIATION WEEK:** The PTO works with the Deans to show appreciation to ACS teachers and staff by helping organize gifts and events.

**FALL ENRICHMENT EVENT:** The PTO works with the ACS-SAC to co-sponsor a Fall Enrichment/Community event. This event brings our ACS community together and focuses on education or enrichment, but is not necessarily pegged as a fundraiser.

**TARGET:** Use your Target credit card to earn a % back to ACS. All money managed through ACS Business Manager.

**KING SOOPERS SCRIPS:** If you shop at King Soopers anyway, purchase scrip from ACS and help ACS earn 5% back on all scrips. All money managed by ACS Business Manager.

**SAFEWAY E-SCRIPS:** Bring your Safeway receipts to the ACS office to earn ACS 10% back on your purchases. All money managed by ACS Business Manager. (Program usually runs August-October)

**ACS HOODIES:** Purchase ACS hoodies from the school and ACS will earn \$15 per hoodie. Sincere "thanks" to S&S Sports for providing hoodies at cost. All orders managed by Kendra Landrey.

LANDS END: Indicate ACS when placing orders (on-line and in stores) and ACS earns money back. All money managed by ACS Business Manager.

DENNIS UNIFORMS: Indicate ACS when placing orders and ACS earns money back. All money managed by ACS Business Manager.

FRENCH TOAST: Indicate ACS when placing orders and ACS earns money back. All money managed by ACS Business Manager.

OFFICE DEPOT: Indicate ACS when placing orders and ACS earns money back. All money managed by ACS Business Manager.

CAMPBELL'S SOUP LABELS: Earn points for ACS. Points are used to for office needs, technology needs, etc. Allocation of points decided by Deans.

TYSON LABELS: Cut labels and earn money for ACS.

LOCAL VALUE FUNDRAISING: A perpetual fundraiser accessed through the ACS website or occasional promotions sponsored by the PTO.

**Read your PTO and ACS Newsletters to learn of new ways to support ACS throughout the year.**

## HOW PTO HELPS YOU AND YOUR STUDENT

### Major Contributions Made by the PTO over the Last Several Years:

- Technology (multiple years)
- Math and Language Arts curriculum
- Library Cataloging System
- Rosetta Stone (Middle School Spanish)
- Add to teachers' classroom budgets
- Teacher continuing education
- Library Books: Reference Books, Teacher/Student Requests
- Enrichment to children's learning process through Author Visits, special assemblies and special classroom assistance (such as Steve Spangler with 9 News)
- Guitars and Drums for the Music Department
- Other resources beyond the school's budget: book series, tables

### Campbell's Soup Labels raised 33,550 Points and purchased the following:

- 1 Metal TV Cart with Electric Outlets
- 1 Olympus Digital Camera
- 2 Electric pencil sharpeners

### Activities and Events Receiving Financial Support from PTO:

- Enrichment/Community Events with the SAC, such as Monte Carlo Math Night
- Movie Nights
- Education Expo (weekend fundraiser/educational expo)
- Any PTO sponsored fundraiser
- Teacher Appreciation Week
- Holiday Gifts for Teachers/Staff
- Holiday Party for Teachers/Staff
- Teacher Breakfasts/Luncheons
- Financial assistance with Teacher Scholarship/Enrichment courses

Field Day

Activities and Events Receiving Organizational and Volunteer Support from PTO:

Enrichment/Community Events with the SAC, such as Monte Carlo Math

Night

Movie Nights

Education Expo (weekend fundraiser/educational expo)

Any PTO sponsored fundraiser

Teacher Appreciation Week

Holiday Gifts for Teachers/Staff

Holiday Party for Teachers/Staff

Teacher Breakfasts/Luncheons

Financial assistance with Teacher Scholarship/Enrichment courses

Field Day

## HOW YOU CAN HELP PTO HELP ACS

Volunteer and support the many options we have for fundraising

**(Each ACS Family is Required to Volunteer 20 Hours per School Year)**

Cut and submit Box Tops, Tyson and Campbell's labels to the receptacles within ACS.

Cook and deliver food for Teacher Breakfasts and Luncheons held at ACS.

Volunteer your time toward PTO Fundraising Events throughout the year.

Volunteer your time toward SAC/PTO Enrichment and Community Events

Attend PTO General Meetings, while earning Volunteer time and offering your ideas and suggestions.

Serve as a PTO Executive Board Member

## Direct Donation Sponsorship Program - ACS PTO

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Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Children \_\_\_\_\_

Attending ACS: \_\_\_\_\_

### Select your sponsorship level:

- |  |  |
|--|--|
| <input type="checkbox"/> \$_____ Friend of ACS | <input type="checkbox"/> \$200+ Bronze |
| <input type="checkbox"/> \$300+ Silver         | <input type="checkbox"/> \$400+Gold    |
| <input type="checkbox"/> \$500+Platinum        |  |

Will your employer match your donation?

How will you be paying?

- Check Enclosed       Credit Card Partial-**You can charge monthly at the front desk.**
- Please charge my credit card in full, no monthly payment (**at front office**)

Start billing September 2009-End January 2010

- |  |   |
|--|---|
| <input type="checkbox"/> \$40/mo. for 5 mos. = \$200 | <input type="checkbox"/> \$60/mo. for 5 mos. = \$300  |
| <input type="checkbox"/> \$80/mo. for 5 mos. = \$400 | <input type="checkbox"/> \$100/mo. for 5 mos. = \$500 |

May we thank you publicly?  Yes  
 No, please list me as anonymous donor

**Academy Charter School - PTO**  
**Preliminary Budget**  
 July 2009 - June 2010

	2009- 2010 Preliminary Budget For Handbook
<b>Income:</b>	
<b>PTO - Fundraiser Income</b>	
Direct Donations/Fundraisers	\$40,000.00
Box Tops/School Supplies/Interest/Etc.	<u>\$ 5,000.00</u>
<b>TOTAL INCOME</b>	<u>\$45,000.00</u>
<b>Expenditures (recurring)</b>	
Field Day	\$300.00
Books	\$1,000.00
Enrichment (Examples: Author visit, Science Assembly, etc)	\$1,000.00
Teacher Breakfasts	250.00
Teacher/Staff Appreciation or Holiday	750.00
Checks/Deposit Slips	10.00
Returned Check Fees/Credit Card Fees	100.00
Quickbooks On-line	220.00
License Fee (State)	10.00
Tax Preparation - Accounting	1,000.00
Fundraising Expenses/Printing/Postage/Etc.	<u>\$ 360.00</u>
<b>Total Expenses (recurring)</b>	<u>\$5,000.00</u>
<b>Net Income for Science Curriculum</b>	<u><u>\$40,000.00</u></u>

Note: Teacher Scholarships totaling \$5,000 for 2009-2010 are not included in budget as this has already been paid for from the 2008-2009 year.