

# **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, Deans and Governing Board.**

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## 2010-2011 PTO OFFICERS

President	Misty O’Leary	jimandmisty@comcast.net
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Dad’s Club President	Dennis Desormeaux	enozzad@yahoo.com
Classroom Coordinator Liaison	Amy Lee	amyablee@msn.com
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## 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. The PTO raises funds for projects and items that benefit the students and community. The 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 be in the PTO. In fact, as a parent/guardian of an ACS student, you are already a member!

### WHAT IS EACH PTO BOARD MEMBERS 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, and 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?

The 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 OF THESE FUNDRAISING EFFORTS? IS THERE SOME OTHER WAY I CAN CONTRIBUTE?

We will gratefully accept a check/cash/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 schools 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 2010-2011 SCHOOL YEAR?

To be determined at the September 2010 Budget Meeting

**2010-2011 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	2 <sup>nd</sup> , 3 <sup>rd</sup>
New Family Orientation	5 <sup>th</sup>
Elementary Back to School Night	17 <sup>th</sup>
Middle School Back to School Night	19 <sup>th</sup>
Field Dedication	20 <sup>th</sup>
Community Fun Run/Pancake Breakfast	28 <sup>th</sup>
PTO Working Meeting	26 <sup>th</sup>
Teacher Breakfast	20 <sup>th</sup>
Enrichment Program: Cooking Class	

**September**

ABC Product Sales Kick-Off	9 <sup>th</sup>
Enrichment Program: Space Time Kids	
Teacher Breakfast	17 <sup>th</sup>
PTO General Meeting (Budget)	23 <sup>rd</sup>

**October**

Enrichment Program: Lego Class	
PTO Working Session	28 <sup>th</sup>
Parent-Teacher Conferences –PTO Catered	

**November**

Teacher Breakfast	12 <sup>th</sup>
PTO General Meeting	18 <sup>th</sup>

## December

Teacher Breakfast	10 <sup>th</sup>
ABC Holiday Shop	13 <sup>th</sup> -16th

## January

Teacher Breakfast	14th
PTO General Meeting	27 <sup>th</sup>
Enrichment Program: Dance Class	

## February

Teacher Breakfast	10th
PTO Working Meeting	24th
80's Dance Fundraiser	25th

## March

Parent-Teacher Conferences –PTO Catered	
PTO Working Meeting	31 <sup>st</sup>
Enrichment Program: Art/Photography	

## April

Teacher Breakfast	1st
PTO General Meeting (Voting)	28th
Enrichment Program: Outward Bound	

## May

School supplies sale

Teacher Appreciation Week

Teacher Breakfast

6th

PTO Working Meeting

19th

Field Day Concessions

20th

June

PTO Planning Meeting

TBD

## PTO COMMITTEE, ACTIVITY, AND EVENT DESCRIPTIONS

**BOX TOPS:** PTO collects both General Mill 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 the 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 % back to ACS. All money managed through ACS Business Manager.

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

**SAFEWAY E-SCRIPTS:** 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. A sincere "thanks" to S&S Sports for providing hoodies at cost. All money managed through the PTO.

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 for office needs, technology needs, etc. The allocation of points is decided by the Deans.

TYSON LABELS: Cut labels and earn money for ACS.

**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)
- Science Curriculum (K-8)
- Math and Language Arts curriculum
- Library 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 towards PTO Fundraising Events throughout the year.

Volunteer your time towards 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.