MBE PTO Chair Checklist

2011-2012

First Thing

- ✓ Review your budget. Please be mindful of your spending.
- ✓ Check the calendar for your event.
- ✓ Contact your committee by August or September to insure they are on board and make them aware of important dates.
- ✓ Reserve rooms for meetings or event with Adam Craiger, school registrar CRAIGERJ@mtnbrook.k12.al.us.
- ✓ Read your job description and report. Call the previous chair with questions or for suggestions.

Closer to Event

- ✓ Write an article for Listen Lancer (due Wednesday two weeks before first of each month).
- ✓ Let Hilary Ross maternatura.designs@gmail.com , Mindi Keller mkellerdds@aol.com and Adelaide Vandevelde adelaidevandevelde@gmail.com know details about your event to include in the local media.
- ✓ Get your brief eNews information in by Wednesday to Tricia Golden triciawgolden@gmail.com to go out on Monday.
- ✓ Check PTO closet for any props, decorations, banners or supplies that may be on hand for use with your event. Adam has the key.
- ✓ Have sign inserts made to go into Sandwich Boards to advertise in carpool line. (We have three 22 x 28 sign holders in our PTO Parent Room)
- ✓ When making copies, all copies must be made at school, and distributed to the youngest child. Check with Stewart SEVIERM@mtnbrook.k12.al.us for distribution list, and use PTO copy number 4321.

After Event

- ✓ Please clean up any rooms used and return items to PTO closet in an organized fashion.
- ✓ Turn in your receipts with a check request form to Betsy Keller when your event is complete.
- ✓ Thank your committee and guests with a thank you note, email or call.
- ✓ Please let Alicia Garrison aliciagarrison72@yahoo.com, PTO Secretary, know if anyone in the community needs a thank you note from the school.
- ✓ Write your report.
- ✓ THANK YOU SO MUCH FOR YOUR LEADERSHIP AND SERVICE!