

Chapman Elementary PTO

Handbook 2022/2023

PTO Executive Board



Mindy Krinhop - President

Nicole Poff - Vice President

Ashley Stearns - Treasurer

Lori Strauss - Secretary

Dorrie Atkinson - Parent Liaison



PTO Meeting Dates



September 13 (3:30 pm) @ CES

October 11 (5:00 pm) @ Aid Station

November 15 (3:30 pm) @ CES

December 13 (5:00 pm) @ 4:10 Irish Den

January 10 (3:30 pm) @ CES

February 21 (5:00 pm) @ Kansas Coffee

March 21 (3:30 pm) @ CES

April 11 (5:00 pm) @ Golf Course Clubhouse - Nominations

May 9 (3:30 pm) @ CES- Election



Chapman Elementary PTO Handbook

Our goal as PTO is to work together to support our children, our educators, and our school. We want CES to be the best it can be! Although the organization is here to provide an avenue of communication for teachers and parents, one of our primary goals is to provide financial support which directly benefits our students. Our fundraisers will directly provide the finances we need for PTO Grants and teacher allotments.

PTO Grants

PTO Grant forms are available in the CES Office in the PTO mailbox. You are welcome to write on the form or to attach a typed copy. Please return the grant form to the PTO mailbox, but do notify **Mindy Krinhop (mkrinhop@usd473.net)** once you have completed and returned the form. Grant requests given higher consideration are the ones that benefit the most students. The PTO Executive Board may approve or deny grant requests prior to the next PTO scheduled meeting.

Grants that were approved during the 2021-22 school year:

- Pedometers: \$530.99
- District Honor Choir (10 students): \$100
- Music for Honor Choir: \$90.01
- 5th Grade Shamrock Project: \$104.76
- Ugly Duckling Production: \$1000
- Kindergarten Rolling Hills Zoo Field Trip: \$112.50
- 2nd grade Bread Pans: \$20
- Paper Cutter in Teacher's Lounge: \$152.77
- Cleaning Supplies for Staff Bathrooms: \$142.25

Donations

We greatly appreciate our local businesses, patrons, and community members for any donations that we have received. Thank you so much for your contribution to our school and students. Donations were used to purchase the following items in the 2021/22 school year.

- Headphones
- Chair Back Organizers
- Bouncy House for the Fun Run
- Classroom supplies

Classroom Field Trip Allotment

The field trip allotment covers a once a year \$7 allotment for each student and each CES staff member attending an approved field trip, including parent volunteers requested by the teacher. This allotment may cover the cost of admission and/or food items. For admission costs, **Ashley Stearns**, will make checks directly to the place of business. We ask that if you are using the grant to cover snacks, drinks, souvenirs, etc. that you provide a receipt for reimbursement after your trip.

Classroom Reward Parties Allotment

These allotments are strictly to be used for rewarding academic achievement and success. For example: reading rewards, state assessments completion, math rewards, etc. Each class will receive \$7 per student based on the number of students on the first day of school. This amount averages to be \$1 per student for 7 parties (more, if fewer parties). Each class allotment can be combined with other classes and grades. This amount stays the same even as students are added and subtracted from the roster; the only exception would be if there are extreme changes in class size (5 or more). *Please plan ahead—the year limit is FIRM, and you may not submit another grant form for additional*

funds for Reading Reward Parties.

\$7 x student # on first day of school = your classroom reward party allotment

Teacher Allotments from Fundraisers

Teacher allotments are to be used for supplies, incentives, educational subscriptions, etc that will directly impact our students. At this time we do not require receipts for items purchased, *but trust that you will use the funds in the most appropriate way.*

- **Fall Allotments.** After our fall catalog sales, each classroom teacher will receive an allotment of \$100.00 for the current school year.
- **Spring Allotments.** After our spring carnival, allotments will be issued as follows:
 - PreK-5 classroom teachers: \$250.00
 - Specialty teacher: \$200.00 (Title Reading, Speech, Resource, P.E., Music)

The spring allotment is for the following school year. So, funds received in spring 2022 are for the 2022-23 school year. We issue this allotment in the spring, so you can get a jump on purchasing supplies in the summer for the following school year. If a teacher resigns or is reassigned during the summer months, the teacher will need to return his/her spring allotment to the PTO treasurer.

- **New Teacher Allotment.** For a teacher just joining the CES staff in 2022-23, including those who have previously taught in another 473 school, a one-time allotment will be distributed in August: classroom teacher-\$250, specialty-\$200.

Teacher Checklist for Fundraisers

Teachers, in order for us to provide the above allotments, we must have your assistance in organizing our two fundraisers. Please note that we do not expect YOU to do all these tasks, but we ask that you oversee or delegate each task for your classroom. We encourage you to make connections with your classroom families, engaging your students, parents, grandparents, and even community members to help you complete these tasks. The spring fundraiser will be voted on.

Fall Fundraiser Checklist (classroom teachers)

- Collect forms and money from students.
- Count money and match it to order forms before giving to **Ashley Stearns**. If there are any errors, contact families and fix errors before turning in.

Spring Fundraiser Option

Carnival Checklist (classroom teachers)

The date is set for April 29, 2023

- Create a booth for your classroom.
- Provide a shopping list of items needed for your booth (example: special prizes needed) and basket (extra items that need purchased). Give lists to **Mindy Krinhop**.
- Collect items for your grade's silent auction basket and make an inventory list. Give inventory list to **Lori Strauss** or put in the PTO mailbox.
- Sign up to contact at least two merchants for raffle items. Place collected donation items in the designated location and mark the master donation list. For questions and concerns about donations, contact **Lori Strauss**.

- Find volunteers needed for each time slot (4:00-6:00). Post a copy of all volunteers at your booth.
- Arrange the set up for your booth prior to 3:00 PM on the night of the Carnival.
- Provide clear directions for volunteers on how to run your booth and clean up.
- Provide clear directions for clean up of your booth after 6:00 PM on the night of the Carnival.

Carnival Checklist (specialty teachers)

The date is set for April 29, 2023

- Sign up to contact at least two merchants for raffle items. Place collected donation items in the designated location and mark the master donation list. For questions and concerns about donations, contact **Lori Strauss**.
- Volunteer at least two hours towards the Carnival. This could be helping with planning/set-up, working a class booth, selling tickets, working the "Luck of the Irish" prize table, or assisting with clean up. Please contact **Mindy Krinhop** on where/when you will be helping.

Staff Appreciation

PTO will make our staff feel appreciated by celebrating National Education Week (Nov. 14-18) and Staff Appreciation Week (May 1-5). Every staff member of CES is invited and included for these weekly festivities. Board members are allowed to purchase items needed for these occasions. PTO will do its best to get sponsors and donations, but if funds need to be spent the maximum allotment amount for each staff appreciation week is \$600 without prior approval. Bus drivers will be celebrated on National School Bus Driver Appreciation Day (February 22).

Officers and Elections

The officers of Chapman Elementary PTO shall be President, Vice President, Treasurer, Secretary, and Parent Liaison. These positions shall be a one year term, but can be re-elected the following year. The officers of President, Vice-President and Secretary may be held by more than one person if there is not a single person willing to run.

- **Resignations** - Should an individual resign or be removed from the board, an election will not be held if the remaining board member agrees to carry out that position by themselves.
- **Nominations** - Nominations for officer positions will be accepted at the next to the last meeting (usually April) prior to the election. Nominations may also be submitted to the PTO mailbox or by emailing a current PTO board member anytime between the next to last meeting and the nomination deadline (5 days prior to the voting meeting). If you want to be considered for a position then you are encouraged to prepare up to a 5 min. speech/bio presentation on why you want to be on the board and accept general Q&A from the membership at the voting meeting. If someone is nominated by someone else, the nominated candidates will be contacted by the PTO President to assure that the candidate accepts the nomination. Nominations must be accepted a minimum of 3 days prior to the election meeting.
- **Voting** - The PTO President will be in charge of counting the votes at the election and will also pick a volunteer at the election meeting to recount the votes. Officers shall be elected

by secret ballot annually at the last (May) PTO meeting. Majority of the votes cast will be necessary for election. A tie will result in a revote for that position between the nominees that received the same amount of votes. The elected officers will take office the following day after the election.

Amendments to the PTO Handbook

Board members may amend these guidelines at any time as long as all the board members are in agreement. These handbook guidelines may be amended by PTO members and officers at any regular or special meeting. Amendments will be approved by a two thirds vote of those present. There must be a minimum of 12 members present.

Thank you, in advance, for helping make PTO and our fundraisers a success. This ensures we can give back to YOU, the teacher, and most importantly our STUDENTS.

Here's to another wonderful school year!