

Chapman Elementary

PTO

Handbook 2023/2024

PTO Executive Board

Mindy Krinhop - President

Nicole Poff - Vice President

Rylee Schlesener - Treasurer

Lori Strauss - Secretary

Haley Kramer - Parent Liaison

PTO Meeting Dates

September 12 (3:30 pm) @ CES

October 10 (5:00 pm) @ Aid Station

November 14 (3:30 pm) @ CES

December 12 (5:00 pm) @ 4:10 Irish Den

January 9 (3:30 pm) @ CES

February 13 (5:00 pm) @ Kansas Coffee

March 19 (3:30 pm) @ CES

April 17 (3:30 pm) @ CES - Nominations

May 8 (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, teacher allotments, and many other activities, etc.

PTO Grants

PTO Grant forms are available in the CES Office in the PTO mailbox or you can fill out the Google form here (<https://forms.gle/Av9JkeyTY1DcBT3g9>). You are welcome to write on the paper form or attach a typed copy. Please return the grant form to the PTO mailbox or electronically, 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 2022-23 school year:

- Wee Lads & Lasses Preschool - "My Big World" classroom magazine: \$190.58
- 1st and 2nd grade Great Plains Theatre (Pinocchio): \$405
- 5th Grade Shamrock Project: \$113.76
- Laminator Film - \$77.88
- Nurse supplies (extra clothing) - \$100

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 2022/23 school year.

- Some meal items for back to school night
- National Appreciation Week and Staff Appreciation Week meals
- Parent/Teacher conference meals
- Prizes and items for booths at the Carnival
- Cinch bags for the Carnival
- Prizes, turkeys, and water for the Turkey Bingo event
- Bouncy House for the Carnival
- Classroom supplies
- Event Photobooths

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, **Rylee Schlesener**, 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.* Please personally keep the receipts in case they are needed.

- **Fall Allotments.** Each classroom teacher will receive an allotment of \$100.00 for the current school year. This will be distributed sometime before Christmas break.
- **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 2024 are for the 2024-25 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 2023-24, 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.

Fall Fundraiser Checklist (classroom teachers)

- Email parents details about the fundraiser, post about it in your fb group (if applicable), and send reminders. Include the fall fundraiser information in your class newsletter.
- Distribute prizes to your students.
- Attend 1 PTO meeting sometime in the fall.

Spring Fundraiser

Carnival Checklist (classroom teachers)

The date is set for April 27, 2024

- 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 1 week prior to the carnival. For questions and concerns about donations, contact **Mindy Krinhop** or **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 27, 2024

- Sign up to contact at least two merchants for raffle items. Place collected donation items in the designated location 1 week prior to the carnival. For questions and concerns about donations, contact **Mindy Krinhop** or **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. 13-17) and Staff Appreciation Week (May 6-10). 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 (3 days prior to the election 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 10 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!