

District 76 Parent Teacher Organization

Thank you for volunteering your time to chair an event or fundraiser. You are a valued member of our team and we can't thank you enough! We're providing you with some guidelines to help make it easier when planning your event or fundraiser. Please note that some may not apply to what you are organizing.

- Plan early
 - If you need to reserve a place or contract help, do this early so that you can secure the date! A check for deposits can be obtained from Sarah Brennan, the PTO Treasurer.
- Make principals and staff aware of what's happening. They are a bridge between us and the students. If they can help us promote something, then there will be a better chance the students will want to participate.
 - Contact the principal prior to setting the date if you will be using their school for the event. Ask their permission and communicate your needs from the school. This may involve filling out a maintenance request form at the school for setup needs such as tables, chairs, etc.. You can ask the secretaries at each school where these forms are located.
 - Ask the teachers to include information in their classroom newsletters. (This may be as easy as sending an e-mail to the principal and asking them to forward it on to their teachers.) Encourage them to participate as well (if applicable) by pointing out the benefits of the event fundraiser (ex. community building, fun, raising funds for the district (ie. Teacher grants, assemblies, field days, etc.))
 - Ask all principals to post your event/fundraiser on their building's signs and mention it in the morning announcement.
- Inform parents of what's coming
 - Include information in the PTO post 1-2 months before the event (Sandy Lee – PTO Secretary). Keep the information as brief as possible so parents who skim the Post can get the information you want them to have.
 - Send flyers home 2-3 weeks prior to the event (in some cases, you may want to send a "Save the Date" flyer a month or so in advance). Please include Pre-K in all mailings. Please note – all West Oak papers go home on Fridays. The office will copy and distribute for you but you must get it to them by noon on Wednesday. You can e-mail the secretaries your flyer, just call to confirm they received it.
 - All flyers must be in English and Spanish. You can send the flyer to Jennifer Brunkow (brunkow4@sbcglobal.net) and she will get it translated – please allow 1 week turnaround.
 - Make posters to hang in the doorways of each school
 - Give information to Julie Jacoby to send via the PTO E-mail: One when the event/fundraiser is announced and one as a reminder.
 - Give information to Elisa Bailis for the PTO Website. Be sure to attach forms and flyers so those can be posted as well (in English and Spanish).
- Get everyone excited!
 - You may consider drawing people to your event/fundraiser by doing contests (ex, most class attendance or participation) or raffles.
- Get volunteers
 - Start by contacting people who signed up for the event/fundraiser from the volunteer form. Don't be afraid to ask someone you don't know! There are several willing volunteers who just need to be asked! If possible, be specific with what your needs are.
 - Try not to have too many volunteers, but try not to over-ask of people as well. This is a tough balance, so all we ask is do your best and keep that in mind.
- Wrap-Up
 - Send thank-you notes to all your volunteers
 - Complete an Activity Report making as many notes as possible for future reference (include checklists, volunteers, inventory, etc.)
 - Give receipts to Sarah Brennan (PTO Treasurer) for reimbursement

September 15, 2009