

PTO Action Steps from 5/24/22 Meeting

Please see a few updates, below, in **PURPLE**

1. Future Meetings Schedule: Alissa is going to make a survey of best days/times parent volunteers can meet, method of communication, with various ways of contributing Goal: Engaging parents to the degree that they like, consistently I can attend to this the SECOND week of June.
2. Advertising Fundraising to Parents at Event Night: Charnae will put together a RaiseRight and BoxTops advertisements for parents the Canva Alissa is creating **I am unavailable the WHOLE day tomorrow, Wednesday. This is very last minute, but I will be putting this together Thursday morning!**
3. Alissa is also going to make a QR code and paper copies for the signup and parent info collection **Last minute, Thursday morning.**
4. Food at Event Night: Alissa is going to look for warming equipment for the nachos and future use **My day did not allow this today. I will ALSO be looking for this Thursday morning, we may just have to do it the old fashioned way, and keep tops on the tin foil containers to keep them at least semi warm. I texted the girl at the restaurant today with questions about all of the details I could think of, (bowls / napkins, drink options, pricing, ingredients, delivery, serveware, etc.) I will check back with her tomorrow. I am going with Mr. Mike's suggestion of Nachos for 100 people. I will have my husband bring in a bunch of bottled waters tomorrow and also a cooler. Can we arrive at the school on Sunday at 3:45 to begin to set up?**
5. Jen is finalizing Bay Beach agenda this week
6. Alissa will bring the subs and sweets for the Community Luncheon on Friday (from her donor) **This one is not a donor, this one was me. Donor is for Bay Beach. Ms. Jenny said 10 - 15 community members. I ordered two of the Colossal Boxes from Erberts and Gerberts. Each**

box feeds about 10 or 15 they said. I just got a standard variety. I forgot gluten free for Ms. Jenny... I will order that when I get there Friday. Supposed to pick them up Friday at 10:45 am. The person I spoke to was new, had never done it before, and I am a TINY bit worried I will get there Friday and no one will have a clue what I am talking about. Fingers crossed - I will call to double check tomorrow. I plan to get cookies from Festival as they are less costly than the individual wrapped ones from Erberts. And again, I'll bring in waters.

7. Charnae will continue to scan the PTO binders into our Shared Google Drive to digitize the info.
8. Future Possible Streamlining of Funds Use Processes: Beth will reach out to baseball parents from Preble to ask what they're doing with Scrip

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