

2011-2012 PTO Plan of Action

Summer PTO Officers Meeting - plan for the current year

August

- ❖ Enrollment Night - **August 08, 5-6:00 pm**
 - ★ PTO officers & BASH Core Chairs to work tables
 - ★ Vice-Chair in charge of getting all parent contact information
- ❖ Back to School Night - **August 18, 6:30 pm**
 - ★ PTO Chair to welcome new families with gifts
- ❖ Teacher Start Ups
 - ★ Treasurer hands out \$50 checks to teachers for their first semester needs at *Back to School Night* on August 18.
 - ★ Vice Chair in charge of getting goodies for teachers by first day of school (i.e. basketful of goodies in lounge, restaurant gift certificates, etc.)

September

- ❖ **Meeting Followed by OPEN HOUSE and refreshments - September 27, 6:30pm**
Childcare provided at each PTO meeting for \$1 per child (paid at time of service; cash only please)
 - ★ All families are asked to bring two dozen cookies or fresh fruit (ask school office to put in office newsletter for red packets)

Agenda Items

- Trash Bag Sales – Report from Melanie LaMar
- Trunk or Treat Committee report
- Playground discussion
- 60th Anniversary Celebration

October

- ❖ **Meeting - October 25, 6:30 pm**
Childcare provided at each PTO meeting for \$1 per child (paid at time of service; cash only please)
- ❖ THINGS TO DO
 - Email Team Parents on **Oct. 1. Halloween parties October 31, 2:00 pm**
 - Provide meals for teachers on both nights of Parent/Teacher/Student conferences, **October 19 and 20.**
 - School Chili Supper and Art & Literature Fair **October 29, 5:30 – 7:00 pm. PTO provides cake in celebration of Sacred Hearts 60th Anniversary.**
 - Trunk or Treat Halloween event – **Monday, October 31**

Agenda Items

- Grandparents' Day - **November 22, 10:00 am - Noon. Mass followed by an 11:15 lunch with Noon dismissal. Reception committee to recruit volunteers for kitchen help and clean up.**
- Reminder to Stocking Stuffer committee
- Recruit Santa for Christmas Program reception
- Plan Teacher Appreciation Week January 30 – February 3
- 60th Anniversary Display at Knights of Columbus breakfast for Catholic Schools Week, **January 29**
- Veterans Day Float report
- Value Cards

November

- ❖ No meeting this month
- ❖ Family Skate Night, date and time TBD

- ❖ THINGS TO DO
 - Grandparents' Day - **November 22, 10:00 am - Noon. Mass followed by an 11:15 lunch with Noon dismissal. Reception committee to recruit volunteers for kitchen help and clean up.**
 - Reminder to Stocking Stuffer committee
 - Recruit Santa for Christmas Program reception
 - Plan Teacher Appreciation Week January 30 – February 3
 - Reminder to 60th Anniversary Committee about display for **January 29**

December

- ❖ No meeting this month
- ❖ THINGS TO DO
 - Email Team Parents on **Dec. 1**. Christmas Parties - **December 20, 2:30 pm**
 - Christmas Program - **December 18, 3:00 pm**
 - ★ **Reception committee to recruit volunteers for reception following program: set up, serve and clean up.** All families are asked to bring three dozen cookies or fresh fruit (ask school office to put a reminder in office newsletter for red packets)
 - ★ Stocking Stuffers – Santa (or PTO chair) gives teacher and staff Christmas gifts after program and Santa gives treats to children during the reception. Need volunteer Santa.

January

- ❖ **Meeting - January 24, 6:30 pm**
Childcare provided at each PTO meeting for \$1 per child (paid at time of service; cash only please)
- ❖ THINGS TO DO
 - Teacher Start Ups
 - ★ Treasurer hands out \$50 checks to teachers for their second semester needs.
 - Teacher Appreciation Week during Catholic Schools Week January 30 – February 3
 - Catholic Schools Week January 29 – February 3
 - ★ **January 29 Knights of Columbus will sponsor a breakfast after the 9:00 am All-School Mass. Reception committee to recruit volunteers for kitchen and clean-up help and to create table décor.** Check with Knights about specific needs.
 - Call Peoples Bank Jan. 3 to reserve the water wagon for May 18 Play Day.
 - 60th Anniversary Display during Knights breakfast, **January 29**
 - Contact Patty about date for Fast Food Friday

Agenda Items

- Fast Food Friday
- Hot Dog Dinner/ Family Game Night, **March 27, 6:30 pm.** (Following short normally scheduled PTO meeting)

February

- ❖ No meeting this month.
- ❖ THINGS TO DO
 - Email Team Parents on Feb. 1. Valentine parties - **February 14, 2:30 pm.**
 - Science Fair - **February 28, 6:00 - 7:00.**

March

- ❖ **Meeting - March 27 , 6:30 pm / Hot Dog Dinner - Family Game Night**
Childcare provided at each PTO meeting for \$1 per child (paid at time of service; cash only please)
- ❖ THINGS TO DO
 - Slate of officers for 2012-2013 School year set – send red packets
- Agenda Items
 - Play Day

April

- ❖ **Meeting - April 24, 6:30 pm**
Childcare provided at each PTO meeting for \$1 per child (paid at time of service; cash only please)
- Agenda Items
 - Election of Officers for 2012-2013

May

- ❖ No meeting this month
- ❖ **May 5 - Benefit Auction for Sacred Heart**
- ❖ THINGS TO DO
 - **May 12** - reception following 5:30 pm Mass 5th Grade Promotion
 - ★ Fourth grade parents provide refreshments, set-up, serve and clean-up.
 - **May 18 8:00 am – Noon**, SHS Play Day
 - ★ Call Peoples Bank to confirm water wagon set up in the parking lot by May 15.