

HHE PTO by the Month

August

- Meet with Board & EC members
 - Renew Insurance Policy
 - Required by District
 - Ensure Articles of Incorporation are current
 - Ensure Non-Profit status is current
 - Update PTO Bank Accounts so only current members are approved signers
 - Map out Back to School Night*
 - Prepare contact information to hand out to PTO members
 - Update PTO Bulletin Board
 - Prepare PTO structure so you're prepared to ask for volunteers at first meeting
 - Prepare a PTO info flier for inclusion with the Open House packets

September

- Back to School Night
- First PTO Meeting
- Prep for McTakeover*
- Staff Appreciation Event
- Jog-a-Thon Prep

October

- Jog-a-Thon*
- PTO Meeting
- McTakeover
- Book Fair

November

- PTO Meeting
- Restaurant Night
- Movie night
- Poinsettia & Gift Wrap Sales*

December

- PTO Meeting
- Restaurant Night
- Holiday Food Drive*
- Stocking Drive*
- Staff Appreciation Event

January

- PTO Meeting
- Restaurant Night

February

- PTO Meeting

- Restaurant Night
- Staff Appreciation Event

March

- PTO Meeting
- Restaurant Night
- Spring Bulb Sale*

April

- PTO Meeting
- Movie night.
- Restaurant Night

May

- PTO Meeting
- New PTO Board Elections
- Restaurant Night
- Recruitment of New Kindergarten Parents

June

- PTO Meeting
- Restaurant Night
- Fifth Grade Graduation

*A detailed, how-we-did-it-in-the-past will be provided as well as names/numbers of people who could be great resources.