



## December 2021 PTO Meeting

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December 14, 2021 5:30pm • LRC

**I. Call to order**

**II. Approval of Minutes**

**III. Parent open forum (5 minutes)**

**IV. Admin update (5 minutes)**

**V. Financial update (5 minutes)**

**VI. Old Business (15 minutes)**

**A. Fall Spectacular - November 19 (Abby)**

*Information*

- Thank you to everyone who volunteered and helped make this event a HUGE success

**B. Action**

- Calculate total profit and amount each earmark will receive (Jill)
- Send an email to admin/team leads to update earmark amounts (Sam/Jill)

**C. Holiday Shoppe - December 6 - 13 (Hayley)**

*Information*

- Will receive an additional 10% from items with early sign up bonus
- Thank you to all of our volunteers who helped make this a HUGE success

*Action*

- Calculate total owed to Fun Service/Total Made for HH Earmark (Jill)
- Post thank you/total raised for HH to social (Sam)

**VII. Recurring Business (10 minutes)**

**A. Otter Pops - 10am-1:30pm**

*Information*

- 12/15, 1/12, 1/26

*Action*

- Sign up for Otter Pop time slots as available at [bit.ly/otterpops21](https://bit.ly/otterpops21)

**B. Shark Store**

*Information*

- Running low on several items, will restock over the break
- Sold out of water bottles and hats
- Socks have been ordered, waiting on shipping confirmation

*Action*

- Re-order low inventory (Sam)
- Research hat and water bottle options pending meeting discussion/feedback
- Add socks to Shark Store (Sam)

## **VIII. New Business (20 minutes)**

### **A. Holiday Lunch - December 14**

#### ***Information***

- Catered lunch from Vitos for teachers and staff with parent beverage/snack donations
- \$500 sponsorship received from a parent who wishes to remain anonymous
- All parent donation spots have been filled! Thank you parents!
- Additional updates (Krissy)

#### ***Action***

- Decorate/Setup/Cleanup (Krissy)

### **B. Jingle Jog - December 16 (Hayley)**

#### ***Information***

- Held during school hours by grade level, parents not allowed to come on campus to watch
- PTO sells bells (\$2 each) - on sale now!

#### ***Action***

- Deliver bells 12/15 (Sam)
- Create playlist for event (Sam)

### **C. Golfland Family Night - January 20 (Hayley)**

#### ***Information***

- Family event open to public from 5-8pm
- Purchase tickets in advance through website or at the door (\$5 per person)

#### ***Action***

- Add tickets to Shark Store (Sam)
- Create promotional flyer (Hayley/Sam)
- Create volunteer signup for ticket sales at the door (Nikki)
  - 4 1 hour shifts starting at 4:30pm with 2 people each
- Sign up for a 1 hour shift as available

### **D. Teacher Appreciation Week**

#### ***Information***

- May 2-6
- Donation requests should begin prior to spring break

#### ***Action***

- Pick a theme (Krissy)
- Create a committee to help - if desired (Krissy)
- Create donation request letters, sponsorship packages, outline of plans for the week, etc (Krissy)

## **VII. Board Remarks and Future Discussion Items (5 minutes)**

## **VIII. Adjourn Meeting - Next meeting January 11, 2021 at 5:30pm - location LRC**