

# Beattie Elementary PTO Welcome Packet



**Thank you so much for offering to lead one of our committees. Beattie Elementary is a special place and we need people like you!**

This is our committee packet that has information on how to make your event a success and different procedures to help our PTO run smoothly.

*Items to review:*

- **Current Budget** – review for your budget
- **Current PTO Committee Chairs** – we are here to help
- **Current Calendar**
- **Financial Information** – review to understand our policies and timelines
  - Request for PTO Payments Form
  - Reimbursement of Personal Funds Form
  - Cash Box Request Form
- **Communication Information** – review to understand our policies and timelines
  - Communication Request Form
- **Blank Planning Form** – This is a brand new process that we are using to pass down to future owners! Use this throughout your event so we can pass it down to the next person!

We have electronic copies of all the forms, please let us know if you would like one in addition to the hardcopy!

Lastly, throughout your planning, please send updates to [beattiebobcatspto@gmail.com](mailto:beattiebobcatspto@gmail.com). We are here to help, so please don't hesitate to reach out!

Thanks so much!

*Beattie PTO*