

## Beattie PTO Meeting Agenda

February 5, 2024

6:30-7:30 PM



**Board Members:** Jenny Ells (President), Raychal Zupan (Vice President), Casie Kittler (Treasurer), Jaime Atwell (Secretary)

### 6:30-7:00

- Welcome - Jenny
- Approval of last meeting minutes - Jenny
- Treasurer's Report - Casie
- Principal's Report - Julie Lee
- Committee Updates - Jenny
  - Student Enrichment (Assemblies, Field Trips, After School Clubs)
    - Assemblies
    - After School Clubs
    - Field trips
  - Community Engagement (Quarterly Events, Open House, Boo Hoo Breakfast, Playdates)
    - Art in the Garden (April 19)
  - Literacy (Authors & Book Fair)
    - Author review
    - Bookfair
  - Fundraising (Barnes & Noble, Yearbooks, Walk-A-Thon, Dine Outs, Clothing)
    - Barnes and Noble - \$1038.63 for the Library, books already purchased!
      - 2024 date is reserved for 11/16, will make it clear, not PTO event but for Library
    - Walk-A-Thon
      - Olympic Field Day Update
    - Yearbook is underway, custom pages are due by April 12
    - Dine Outs - Jaime
      - Feb 27 - Wings & Rings
      - Mar 26 - Don & Millies
  - Service (5th Grade Promotion, Room Parent, Garden, Staff Appreciation)
    - February Class Parties-
    - Garden discussion in coming months
    - Staff Appreciation - Conference Meals 3/5 Baked Potatoes, 3/7 Chili Cook Off

### 7:00-7:15

- New Business - Jenny
  - Playground equipment update
  - Searching for a new VP for 2024-2025, Treasurer in Training for 2024-2025→Treasurer 2025-2026
  - Searching for Yearbook 2024 owner
  - Corporate sponsorship for 2024 Walk-a-thon

### 7:15-7:30

- Committee Work as Needed

### Looking Ahead

Tuesday, February 6 - Mobile Ed Assembly

Friday, February 9 - Class parties

Wednesday, February 21 - Author Visit

Tuesday, February 27 - Wings & Rings Dine Out 5-8pm

### NEXT MEETING

**Monday, March 4th, 6:30-7:30pm**

# Non-Profit Item Collection Policy

Adopted on ###/###/2024

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## **PURPOSE:**

The Merle Beattie Parent Teacher Organization (PTO) acknowledges the importance of supporting non-profit organizations and seeks to facilitate item collection drives that harmonize with school events while maintaining event focus and community engagement.

## **POLICY:**

1. *Scope:* This policy governs the collection of items by the PTO for non-profit organizations during school events and activities.
2. *Collection of Items:*
  - a. The PTO may organize item collection drives during school events or activities.
  - b. Items eligible for collection will be determined based on the needs specified by the non-profit organization and must align with the event's purpose or theme.
3. *Non-Profit Representative On-Site Restriction:*
  - a. Non-profit organization representatives are generally not allowed on-site during the collection drives or related events organized by the PTO.
  - b. Exceptions may be granted if the non-profit organization is actively participating in the event activities, provided they do not engage in overt recruitment efforts.
  - c. Participating non-profit organizations must focus on contributing to the event's objectives and activities rather than promoting or recruiting members.
4. *Communication and Promotion:*
  - a. The PTO will communicate the specifics of the item collection drive to the school community through approved channels, ensuring transparency and clarity about the purpose, timing, and eligible items for donation.
  - b. Promotion of the collection drive will highlight the connection between the items requested and the corresponding school event or activity.
5. *Accountability and Compliance:*
  - a. All collected items will be appropriately managed and delivered to the designated non-profit organization(s) by PTO members or designated volunteers.
  - b. Compliance with local regulations and guidelines governing donations and collection drives will be ensured at all times.
6. *Review and Revision:*
  - a. This policy will be reviewed periodically by the PTO board to ensure alignment with the organization's goals and objectives.
  - b. Amendments or revisions to this policy may be proposed and approved by the PTO board.

## **CONCLUSION:**

The Merle Beattie Parent Teacher Organization (PTO) remains committed to supporting non-profit causes by conducting item collection drives that seamlessly integrate with school events while maintaining event focus and community engagement, ensuring a positive impact for both the supported organization and the school community.