

Notes from 9/16/16 Fundraising/Special Events Clarification Meeting

Peekskill Middle School- 5:30-6:30pm

Present: Margery Rossi, Ha Wallace, Mia Shervington, Indiana Davis, Marisa O'Leary

Identified Fundraisers for 2016-2017:

- School picture days
- Book Fairs
- Parent/teacher donations
- Halloween Dance- middle school
- Winter concert journal ad sales
- Art to Remember
- Family Picture Day (tentative- November)
- Clothing Drive- Oct. 22nd
- Spring Event- TBD
- Possibly Go Fund Me page
- Chocolate bars- will sell at 5K run

Question: Passive fundraisers (Stop & Shop A+ Rewards, Box Tops)- need clarification on who will actually receive funds (school or PTO) and then have a Memo of Understanding in place with the district

Special Events for 2016-2017:

- Movie night (\$469 licensing fee- covers the building, good for 365 days, and movies shown to maximum of 500 students)
- 2016-2017 Kick off- Welcome Event
- Pre-K – 5th grade: bingo nights, movie nights, milk & bookies
- 6-12th grade: college fair, lip synch battle, movie nights, jam sessions
- For families: Broadway theater trips, career day, family game night, family photo session & holiday party

Distinction between Fundraising & Special Events Committee: special events may have fundraising potential- fundraising committee will handle the money aspect of the event and special events committee will handle the event logistics

School Events that PTO will provide financial support for: National Junior Honor Society, Career Day, possibly Woodside greenhouse opening

Sports Awards nights are PTO events

Procedure for advertising need for volunteers/recruitment: Committee Chair identifies need, then provides Communications Committee with all necessary recruitment details/content to message out

- Committee should appoint 1 person to follow up with/thank volunteer
- PTO Communications should be on colored paper to stand out- unify our branding/look

*Marisa will make copies of faculty appeal letter & give to Dr. Fine to put in faculty mailboxes

Respectfully Submitted,

Marisa O'Leary, Secretary

9/21/16