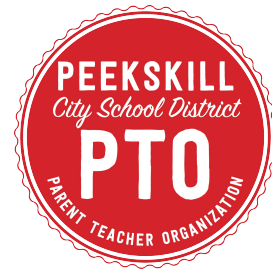


Special Events Update May 2023

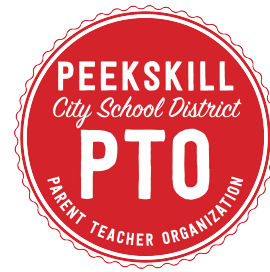
Peekskill PTO

PTO Events Relationship Development Summary

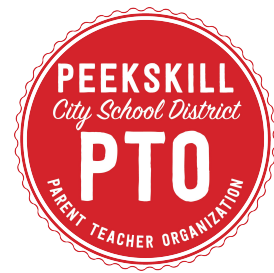


Event	Goals	Budget	Expenses To Date
Trunk or Treat	<ul style="list-style-type: none">• Provide scholars and families with an engaging celebration to start the year with a Halloween celebration in a safe environment.	\$600	\$525
Black History Month / Book Giveaway	<ul style="list-style-type: none">• Provide scholars and families with books to support literary growth.	\$200	\$190
Valentine's Day Celebration	<ul style="list-style-type: none">• Engage scholars and families to vocalize appreciation for PSCD.	\$100	\$70
School Specific Funding	<ul style="list-style-type: none">• Provide each school with support for building level needs	\$1,200	\$850 (PHS & Hillcrest Pending)

PTO Events Fundraising Summary

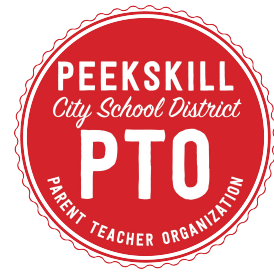


Event	Goals	Budget	Expenses To Date
Book Fair	<ul style="list-style-type: none">● Raise funds while engaging families through literacy based activities	\$200	\$0
Year End Celebration	<ul style="list-style-type: none">● Provide scholars and families with an engaging celebration to close the year.● Recruit members for the upcoming year.● Raise funds for the next school year.	\$1,200	\$0



PTO Events Total Budget Summary

Event Type	Budget	Expenses To Date
Relationship	\$2,100	\$1,640
Fundraising	\$1,400	\$0
Total	\$3,500	\$1,640



Book Fair Logistics-Pre Event Planning

Generating Excitement:

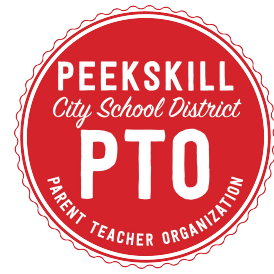
- Principal/Administration Story Time
- Social Posts/Email
- Weekly District Newsletter
- School Competition- The school with the most sign ins wins a \$100 eGift Card for Amazon

Teacher Wish Lists or eGift Cards:

- Do we want to give teachers an opportunity to create wish lists or would it be better to have the ability for parents to purchase eGift Cards for teachers?

Coordination with Saturday Academy Team:

- Confirm location of delivery and storage
- Discuss rain options
- Set up signup genius for volunteer shifts
- Secure tables needed for check out (4 tables)



Book Fair Logistics-Pre Event Planning

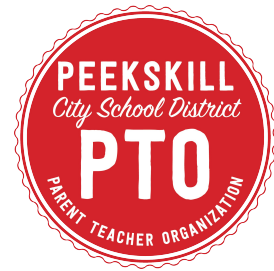
Budget allotment \$100

Decorations needed:

- Balloons
- Helium Tank
- Table Cloths
- Streamers

Supplies needed:

- Tables in addition to what is supplied by the district
- Pop up tent
- Water bottles for volunteers (can ask food dept. For donation)
- Poster boards
- Bags



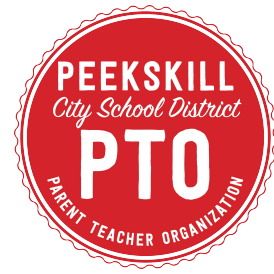
Book Fair Logistics-Event Day Planning

Volunteer details

- 10 Volunteers are needed from 9am-2pm, 3 hour shifts (9-12, 11-2)
- Decorating 9-10:30am, Breaking down 1-2pm
- Stations:
 - Register (4 people to check out & bag purchases, cross off teacher donations/wishlist),
 - Helping families select books (3 people to walk around help families find books and make decisions)
 - Run sign in sheet for competition, Tally marks per student

Raffles - prizes (\$25 PTO Store Gift Card or Peekskill Pride Lanyards)

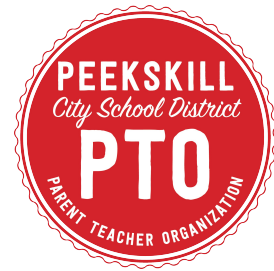
- Raffle ticket with purchase



End of Year Celebration-Pre Event Planning

Logistics to confirm

- Date: Friday June 16th
- Time: 7:30pm event start, sunset is 8:30pm
- Stewarts product donation
- Movie license fee: \$650 for an annual fee covering the high school
- 50/50 Raffle
- Selling Concessions (Snacks, Drinks, Tattoos, Light up Devil Horns)
- Pro-showing Family activity ideas (Bingo, Pre-Movie Glow Dance Party (DJ))



End of Year Celebration-Pre Event Planning

Generating Excitement:

- Flyers
- Social Posts
- Weekly District Newsletter

Coordination with Parks & Rec:

- Confirm equipment drop off and pick up
- Confirm information for \$100 check/payment

Coordination with District:

- Discuss indoor rain option rather than rain date (confirming Friday June 16th)
- Confirm availability for security & facilities
 - Tables
 - Electric
 - Trash Cans
 - Restroom