

Sunset Ridge/Middlefork School PTO Board Report

Thank you for taking time to complete this report. This information will be kept as an electronic file on the website and used solely to hand down to the next person responsible for chairing this position. We value your experience and knowledge and know the incoming chair will as well. Every little bit helps!

Submitted by: Jenny Gallagher, gustafson_jenn@hotmail.com (along with Jessica Akaah and Rebekah Bader)

Board Position and Year held: 8th Grade Chairs 2022-23

Approximate Budget: 9,200 (1,700 from PTO plus 150 per student 8th grade PTO fee)

Key Responsibilities: Please list key responsibilities, for your position, in its corresponding month:

Month	Responsibilities (bullet format, as many as needed)
August	<ul style="list-style-type: none"> • Meet with your co-chairs to discuss plans for the year. We held a Back-to-School Party, a Winter Dance, an Ice Skating Party and a Graduation Party. • Meet with Dr Sukenik to inform/ discuss plans with her and get the 8th grade parent meeting in your calendars. Share plans with 8th grade advisors as well. • Connect with the 8th grade room parents to decide how your will share/ split work. • Establish budgets and decide amount for 8th grade fee (we did \$150 per student). • Finalize back to school party plans and invite all 8th grade students.
September	<ul style="list-style-type: none"> • Ask for volunteers. Optional: organize a gathering for parents interested in helping throughout the year. It is helpful to form committees to focus on the different events/ traditions. A committee to lead/ assist with each social event would be nice. It is also tradition for the class to fundraise and give a gift to the District (a committee for 2 people to focus on this is helpful). It is also tradition to collect a baby photo of each graduate. These are used in the yearbook as well as hung in the cafeteria after spring break. A contest is held to see which 8th graders can get the most correct with small prizes being awarded. Parents are also asked to submit photos of their child through the years at D29/ with D29 students to be shown at the end of the year. We had a photo chair lead up these two projects. • Create a handout or an email notifying parents of plans, fees, and volunteer opportunities.

	<ul style="list-style-type: none"> • Attend the 8th grade parent meeting. Present your plan for the year at the meeting along with a reminder to pay fees. Ask any established committee heads if they would like to speak at the meeting.
October	<ul style="list-style-type: none"> • Touch base with Mid Winter Party Chairs • Ensure photo chair is connecting with 8th grade parents about photos needed and deadlines. • Ensure gifts committee is touching base with Admin, advisors and students get them thinking about fundraising and gift ideas.
November	<ul style="list-style-type: none"> • Collect any outstanding dues
December	<ul style="list-style-type: none"> • Publicize deadline for baby photos and video montage photos • Check in with Mid Winter Chairs to ensure gym and DJ are reserved.
January	<ul style="list-style-type: none"> • Check in with Mid Winter Party chairs to make sure all plans are solidified and invites get sent out. • Check in with photo / video chairs to ensure they have what they need. • Check in with Gifts Committee to ensure a fundraiser is planned and the kids have come up with a few gift ideas.
February	<ul style="list-style-type: none"> • Check in with Graduation Party Committee to ensure they have started planning and secured a location and a DJ.
March	<ul style="list-style-type: none"> • Check in with Dr Sukenik about Graduation Ceremony plans. The PTO is responsible for decorations (flowers and balloons) at the event. The PTO also secures a photographer for the event, confirm with admin the person and cost is acceptable. The district will pay for the photographer and also will organize and pay for the music and the cap and gowns.
April	<ul style="list-style-type: none"> • Reach out to the incoming 8th grade chairs about hosting the graduation reception. The school can set up a table but the incoming chairs provide cookies and beverages at the reception ceremony. • Confirm decorations/ flowers and photographer are organized for graduation ceremony. • Check in with the video montage person to ensure video is being finalized. • Check in with Graduation Party Chairs on party progress.
May	<ul style="list-style-type: none"> • Ensure baby photos have been hung in the cafeteria and the baby photo contest is held. • Finalize Grad Party plans and ensure invite is sent out. • Confirm video/ photos montages are ready.

	<ul style="list-style-type: none"> Remind everyone to submit expenses to PTO Treasurer for reimbursement if they haven't already done so.
June	<ul style="list-style-type: none"> Provide ice cream for an 8th grade yearbook signing ice cream social the Friday before graduation (we had room parents host this). Make sure any links to photos/ videos are shared with parents. Make sure all expenses have been submitted for reimbursement. Send thank you notes to all chairs/ volunteers/ teachers.
July	<ul style="list-style-type: none">

Key Contacts: List key contacts, in chart below and any pertinent information that could prove useful for incoming chair.

Name	Email	Phone	Misc. Notes
DJ Famos	famos@getfamos.com	847-845-4551	Local DJ recommended for parties
R&B City DJ	www.rbcitydj.com	224-216-4402	DJs Brandon Belian & Ryan Kleczynski (D29 class of 2019)
Ana Miyares	ana@anamiyares.com	773-852-3761	Northfield mom that has been graduation photographer for past few years
Record a Hit, Rob Broms		847-446-8220	Past contact for photos

