

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: Catherine Lucas

Board Position and Year held: Directory Chair 2024-2025

Approximate Budget: \$450

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">• Gather class lists to arrange current students with new teachers for school year• Update directory spot with new teachers/grade levels for current members• Remove graduating 8th graders and families (if last child) into separate alumni spreadsheet• Develop new family google form and send out via District 29 Friday news
September	<ul style="list-style-type: none">• Gather responses from google form and update directory spot with new families• Google form closes after 3 weeks of placement in Friday News- turn off response capability and field e-mails from families who did not fill out google form
October	<ul style="list-style-type: none">• Field emails from families wanting to join directory spot
November	<ul style="list-style-type: none">• Field emails from families wanting to join directory spot
December	<ul style="list-style-type: none">• Field emails from families wanting to join directory spot
January	<ul style="list-style-type: none">• Field emails from families wanting to join directory spot
February	<ul style="list-style-type: none">• Field emails from families wanting to join directory spot
March	<ul style="list-style-type: none">• Field emails from families wanting to join directory spot

April	<ul style="list-style-type: none"> Field emails from families wanting to join directory spot
May	<ul style="list-style-type: none"> Field emails from families wanting to join directory spot
June	<ul style="list-style-type: none">
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
Margaret Immink	support@directoryspot.net	?	Easy to contact, very helpful