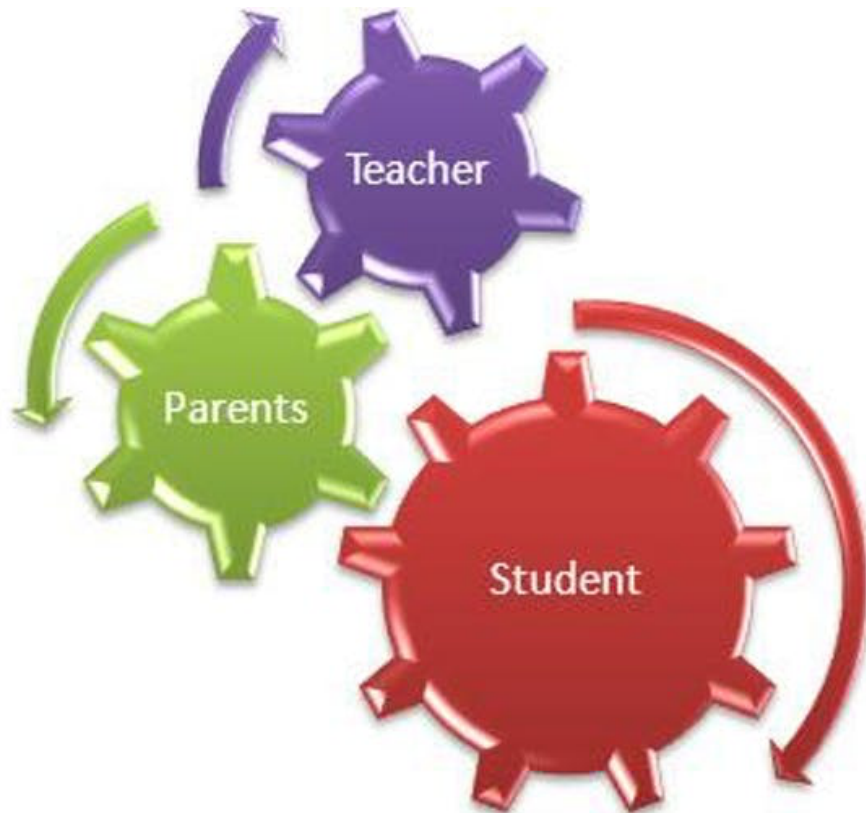


PTO | PTSO WELCOME PACKET 2024-2025



Thank You Message from the Charles County Public School (CCPS) PTO | PTSO Working Council Group

Welcome Abroad PTO | PTSO Committee Members to 2024-25!

This is going to be an exciting school year as we continue to be a nucleus of information in our school(s) and communities. Our goal is to ensure a successful and enriching year for all our students.

We are dedicated to fostering strong, supportive relationships among parents, teachers, students, and the community. We firmly believe that the key to a thriving school community lies in our ability to work together.

Through our combined leadership, we can foster the opportunities to connect with other parents, support our dedicated teachers, and contribute to the overall success of the CCPS schools. We are looking forward to achieving our goals by making a positive impact on our children's education.

Our Mission

- To be the nucleus of information between the school and parents, students, teachers, and community.
- To support the vision and goals of the principal and vice-versa.
- To provide support to enrichment programs designed to enhance students' academic experience and challenges them academically.
- To serve as a source of support and to work with teachers, students, teachers, and the community at large to raise funds to support educational experiences, educational resources, and educational tools.

This Welcome Packet was created to provide tools and resources to make your school year journey successful. The PTO | PTSO Working Council Group meets quarterly to share ideas, guidance, challenges, collaborate, and discuss ways to support one another. We hope you will find your volunteer experience worthwhile. We support school staff, help to promote student self-esteem, and help solve school needs through volunteering and fundraisers.

If you have any questions about the school or suggestions, please don't hesitate to e-mail us at ccboeptocouncil@gmail.com or Traci Chappellear-Thomas @ tchappellear@ccboe.com.

Like Us on X @ CCPSPTO_PTSO

Like CCPS on Facebook @ CharlesCountyPublicSchools

Our Website @ <https://www.ccboe.com/parents/parent-teacher-organization>

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PTO | PTSO Representative Liaison



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Appendix

Rules & Procedures (Dated 9/2024)

CCPS PTO | PTSO WORKING COUNCIL GROUP



THE IMPORTANCE OF CCPS' PTOs | PTSOs

- To be the nucleus of information between the school, staff, families, and community.
- To support the vision and mission of the school and community.
- To provide support to enrichment programs designed to enhance students' academic experience and challenges them academically.
- To serve as a source of support, in order, to work with the school leadership, staff, and families, and community at large to raise funds to support educational experiences, educational resources, and educational tools.

Our Mission: Building a Bridge Between School & Home

Our Goal: The PTO | PTSO need the principal's support, indeed, but there should be a healthy balance and mutual respect between the PTO or PTSO and principal. Overall, our goal is to supplement an effective partnership with the principal, staff, parents, students, and community for a successful educational experience.

To make sure your goals are clear and reachable, each one should be:

- **S**pecific (simple, sensible, significant)
- **M**easurable (meaningful, motivating)
- **A**chievable (agreed, attainable)
- **R**elevant (reasonable, realistic, and resourced, results-based)
- **T**ime-bound (time-based, time-limited, time/cost limited, timely, time-sensitive)
- **E**valuated (on track)
- **R**eviewed (time to access)

PTOs & PTSOs QUICK TIPS

1. Create Goals, Objectives, and Activities

- Create goals, objectives, and activities that provide the opportunity to create S.M.A.R.T.E.R. goals each school year. Make sure that S.M.A.R.T. goals are quantitative and used to keep the committee goal focused.

2. Strive to Provide Support, Information, and Tools to Bridge School, Homes, and the Community.

- Provide either Zoom virtual meetings, call number and/or videoconferences, or in-person meetings.
- Communicate upcoming workshops and meetings at least three (3) months in advance i.e. e-mails, newsletters, and/or social media postings.

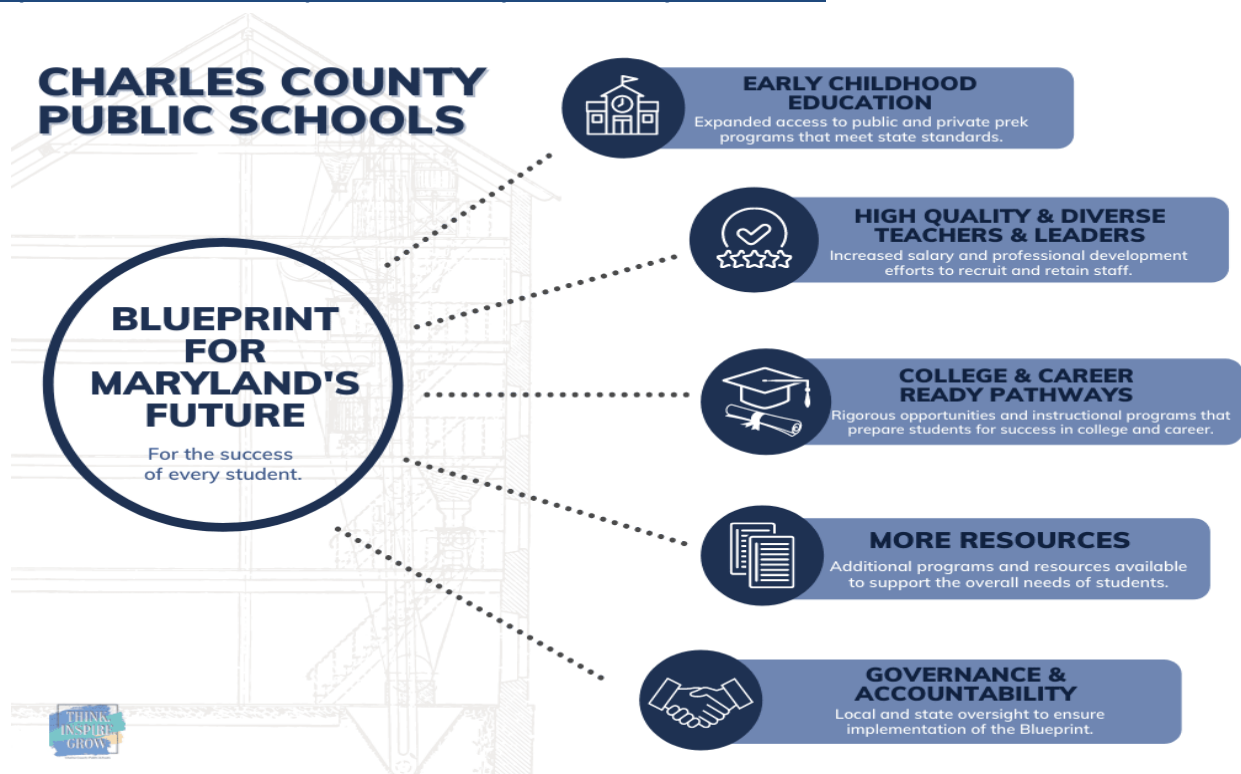
3. Support S.T.E.A.M. programs to enhance the educational experiences of everyone.

- Develop fundraisers that will increase the budget based on proposed S.M.A.R.T.E.R. goals for the school year.
- Research and implement S.T.E.A.M. clubs i.e. chess club, science club, spelling bee, Math Bowl Competition, etc. * These clubs are independent of traditional PTO and PTSO, but a part of the Charles County Public Schools Stem Programs.
- Financially support competitive academic organizations such as Destination Imagination and Vex Robotics.

4. Promote and increase parent-student volunteerism and engagement on important topics in our schools.

- Promote and increase the number of “just plain fun” activities that engage parents, staff, and students.
- Increase and maintain participation in fundraising, volunteering, and participation.
- Support and increase the presence of parents through programs targeted to bring awareness to mental health, bullying, and community partnerships.
- Build strong and effective partnerships with the community that can provide the tools to help students and families to thrive!

NOTE: Learn about the Blueprint for Maryland’s Future and more information is available @ <https://www.ccboe.com/quick-links/blue-print-for-marylands-future>



Tips to Strategically Plan Your School Year

Create a Vision Statement:

- Involve the staff, parents, and students.
- Display the statement in a common area, i.e., where you host your meetings, agenda, etc.

How to Create a Strategic Plan:

S.M.A.R.T.E.R. Goals:

They are broad, but clear statements that relate to the overall intention. Goals break down the mission into specific, achievable components, and identify the results the organization wants to accomplish.

To make sure your goals are clear and reachable, each one should be:

- **S**pecific (simple, sensible, significant)
- **M**easurable (meaningful, motivating)
- **A**chievable (agreed, attainable)
- **R**elevant (reasonable, realistic, and resourced, results-based)
- **T**ime-bound (time-based, time-limited, time/cost limited, timely, time-sensitive)
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Objectives:

This is when you break down intricate organizational goals. Objectives are interim signposts that can be reached in shorter periods and more clear-cut ways than the broader goals.

Therefore, objectives should always be measurable, which means there is a concrete way to decide whether the goal has been met. Good objectives have five common characteristics that can be remembered using the acronym SMART: specific, measurable, achievable, realistic, and timely.

Also note that every goal, objective, and activity is directly tied to the organization's mission and vision. With this in mind, you will make progress with your strategic plan.

Helpful Websites:

<http://www.pto.org/leaders.html> www.ptotoday.com
<https://www.pinterest.com/pin/383509724502301654/>
<https://funds2orgs.com/pto-fundraising-ideas-guide/>

Appreciation Days:

<https://smallbiztrends.com/2017/09/list-of-national-holidays-marketing.html>

Charles County Public Schools (CCPS) Important Information

Strategic Plan: <https://www.ccboe.com/academics/strategic-plan-data-dashboard>

Maryland Blueprint: <https://www.ccboe.com/quick-links/blue-print-for-marylands-future>

State of CCPS 2023: <https://www.ccboe.com/about/superintendent/state-of-the-schools-2023>

Charles County Public Schools Career and Technical Education (CTE):

<https://www.ccboe.com/about/public-info-media/details/~board/press-releases/post/cte-application-opens-nov-22-for-grades-eight-and-10>

Maryland Search for Resources: <https://211md.org/> or dial 211

211 Maryland is the state's most comprehensive health and human services resource database. With over 7,500 resources, individuals with essential needs can get connected to local help 24/7/365.

Sample Strategic Plan

ABC ELEMENTARY PTO LONG-TERM STRATEGIC PLAN

The mission of the ABC Elementary PTO is to promote the partnership between parents, teachers, and the school community at large in supporting the mission of ABC Elementary. We envision a healthy, caring, and encouraging educational environment for all students of ABC Elementary.

The PTO carries out this mission through three basic program areas: "Home Room," "Teacher Features," and "Raise Your Hand!" Each of these program areas is tied directly to the mission of the PTO.

The "Home Room" program stresses a greater connection between school and home. The program promotes activities developed by parent-teacher partnerships for families to engage in at home and school. These activities are viewed as "non-volunteer" as they are activities that don't require "work" but rather stress fun, involvement, and learning.

The aim of "Teacher Features" is to enhance students' educational experience by supporting and supplementing the needs of teachers to promote academic and enrichment activities.

"Raise Your Hand!" promotes parent volunteerism.

The ABC Elementary PTO is a completely volunteer-driven organization. The organization is directed by a PTO executive committee composed of a president, vice president, president-elect, secretary, and treasurer. Specifics about the executive committee can be found in the organizational bylaws.

The stakeholders are ABC Elementary students, parents, teachers, school administrators and staff, volunteers, and the school community at large.

This strategic plan will outline the goals, objectives, activities, resources, products, and outcomes of the PTO within the organizational framework developed by the PTO executive committee.

Goal 1: *Promote closer connections between school and home by fostering parent involvement via the Home Room program.*

Objectives:

- To increase parent attendance at school non-volunteer functions such as "Family Lunch," "Recess," and "Game Day" by 30 percent over the next two years.
- To ease and increase communication between parents and teachers.
- To begin an at-home "Play School" program.

Activities:

- Ensure that calendar dates for all non-volunteer functions are set before the first day of classes in fall.
- Communicate all non-volunteer functions every two weeks throughout the school year.
- Offer "fun" incentives to families who participate in non-volunteer activities.
- Develop a PTO website to include a family forum area, teacher blogs, kid blogs, and PTO activities.
- Develop, define, and support a "Play School" program that allows students to "teach" parents the lessons they learn in school daily.

Goal 2: *Enhance the educational experience for students by supporting and supplementing teachers' needs to promote academic and enrichment activities.*

Objectives:

- To increase teacher support budget line items by 40 percent over the next three years
- To develop and support two new enrichment clubs for students each year for the next three years.
- To develop and support competitive academic teams over the next three years.
- To increase advocacy efforts in the community to promote non-ABC Elementary families' involvement in school academic and enrichment programs.

Activities:

- Develop a communitywide fundraiser over the next 24-months to expand fundraising beyond the school community of ABC Elementary parents. Funds raised through this event will be targeted to teacher support line items in the PTO budget.
- Begin to research and implement enrichment clubs such as chess club, science club, and green club. Fundraising for these activities should be independent of traditional PTO fundraising programs and allow students to participate free of charge.
- Begin to research and implement competitive academic teams such as Destination Imagination and Math Bowl. Fundraising for these activities should be independent of traditional PTO fundraising programs and allow students to participate free of charge.
- Develop a PTO community newsletter over the next 12-months that takes the school's mission and the PTO beyond the walls of ABC Elementary and into the community at large.

Goal 3: *Promote and increase parent volunteerism and involvement.*

Objectives:

- To increase and retain the number of parents at regular PTO meetings by 30 percent over the next three years.
- To increase and retain the number of regular parent volunteers by 20 percent over the next three years.

Activities

- Promote and increase the number of "just plain fun" activities that involve parents, teachers, and children.
- Research and obtain "fun" incentives (door prizes) for regular PTO meetings.
- Research and obtain food and/or refreshments for PTO meetings.
- Schedule a school forum at the end of each year to discuss and assess PTO effectiveness and brainstorm ways to continue creating greater involvement.

Some Planning Ideas

Take the Time to Research What They Want

Research ideas because what worked in elementary school probably will not work in middle school. What worked at one middle school does not mean that it will work at your middle school.

- Ask the principal what they envision
- Ask the teachers what they need
- Ask the parents what they want
- Ask the students what they like

Assign Chairs of Planned Activities

- The PTO|PTSO Committee should not have to plan everything
- Assign leadership roles to parent volunteers
- Chairs render a report at meetings

Follow-up

- Even though you have Chairs, the PTO|PTSO has to make them feel supported, not alone
- Work something out with the principal for volunteer incentives, i.e., homework pass, teacher competitions, incentive like a teacher jeans day

Elementary School = Fun Times

- Dances
- Games
- Fun Runs
- 5th grade transition meetings
- STEAM
- The Love of Music...share arts department

Middle School = Transition

Involve the students and support clubs

- Presentation by counselors
- 8th grade transition meetings
- College night
- Career presentations
- Join efforts like Music Department, i.e., concert, then the sale of concessions, memberships
- Guest speakers for informational sessions
- CTE presentations and how to apply tips (workshop)
- Local resources for parents, i.e., mental awareness, social media, credit union

High School = Support

Involve the students and support clubs

- Scholarship workshops
- Community conversation, i.e., get community involvement for career presentations
- Internship tips
- College application night (how to apply, application process, what to expect)
- College reveal party

Financial Tips

Financial Review for Events & Activities

Before the Event | Activity:

1. Consent for the event/activity from the principal always
2. Be mindful of YOUR school's approval process
3. Submit the Use of Facilities Request Form (if the event is hosted at the school)
4. Preapproval Form to Use, if using your funds
 - 4.1.1. You can't "just" spend your money and expect to be reimbursed
5. Never use cash to make payments
6. Use Check Request Form for Reimbursements with the original receipt
7. Don't use **your credit card**, but debit card for the purchase
8. Reimbursements are \$200 or less
9. Use the School's Purchase Card (P-Card) when possible
10. To secure a vendor/contracted performer
 - 10.1. They must provide Tax Form W9
 - 10.2. Approved by the principal
 - 10.3. Principal signs all contracts

After the Event | Activity:

1. Funds turned into the school DAILY
2. Deposit Summary Form
3. Completed separately for each purpose, i.e., membership, dance, etc.

Financial Review: Do's and Don'ts

1. Ordering food for staff
 - 1.1 Don't exceed \$10 for breakfast per person, \$20 for lunch per person, and \$30 for dinner per person
2. Let the vendor know that the purchase is for a school for tax-exemption

Financial Forms and Documents

Visit Google Drive for PTO | PTSO Forms – e-mail us for access at ccboeptocouncil@gmail.com

- Application for the Use of School Facility Form (found at ccboe.com, Community tab)
- Pre-Approval Form
- Request for Check Form
- Student Activity Funds | Deposit Summary Form
- Accounting Manual for Student Activity Funds
- Responsibilities for School Finances PowerPoint from the Office of Finance and Business
- New Member

Fundraisers, Presentations, and Information

FUNDRAISER IDEAS		
TYPE	OVERVIEW	VENDOR
Box Tops	<ul style="list-style-type: none"> Very successful Encouraged to use the app 	Register as Coordinator www.boxtops.com
Chipotle	<ul style="list-style-type: none"> Gives back 33% of the proceeds Minimum of \$300 in sales 	More details: https://community.chipotle.com/fundraisers
IHOP Waldorf	<ul style="list-style-type: none"> 20% donation for Spirit Night 	Phone: (301) 843-1233
Kona Ice	<ul style="list-style-type: none"> 20% donation 	Carrie & Don Delaney Kona Ice Charles County Phone: (301) 934-KONA (5662)
Fun Run	<ul style="list-style-type: none"> Turnkey process and very profitable Recommend partnering with feeder school 	
Giant A+Program	<ul style="list-style-type: none"> September 7 – March 16 	More details: https://giantfood.com/school-rewards/
Lil' Shopper's Shop	<ul style="list-style-type: none"> Offer gift certificates for the students to deter cash from being brought to school All-inclusive, i.e., letter to parents, table cloths, products 	More details: https://holidayshop.org/
Loyalty Card	<ul style="list-style-type: none"> Great way to support local businesses Ability to include 10-15 businesses 	Duracard (to print the card) Phone: (800) 318-3500 www.duracard.com
Panera Bread	<ul style="list-style-type: none"> Donates 20% of the sales from each fundraising event <i>Donation determined by pre-tax sales from participating orders</i> <i>Minimum donation \$20 (\$100 sales)</i> 	More details: http://fundraising.panerabread.com/
Papa John's Loyalty Card	<ul style="list-style-type: none"> Sales for \$15 School keeps \$10, and \$5 goes to Papa Johns <i>No cost, but must return unused cards within 30 days</i> 	More details: Visit Papa John's for contact information of marketing point of contact
American Grille	<ul style="list-style-type: none"> 10% of all sales 	Contact the store manager
Silver Diner	<u>Spirit Night</u> <ul style="list-style-type: none"> Reserve Monday through Thursday from 5 – 8 pm Donate 20% of all new sales Volunteers works side-by-side to help with hosting, running food, and bussing tables <u>Eat Well (Benefitting schools)</u> <ul style="list-style-type: none"> Link your card to the school 5% of your check gets donated 	More details: https://www.silverdiner.com/community https://www.silverdiner.com/content/eat-well-do-well-rewards
Raising Cane Chicken Fingers	<ul style="list-style-type: none"> 20% of sales 	https://www.raisingcanes.com/community-partnerships/?gad_source=1
Krispy Kreme Donuts	<ul style="list-style-type: none"> Profit margins of 50% - 60+% on average 	https://www.krispykreme.com/fundraising/home

PRESENTATIONS

TOPIC	OVERVIEW	VENDOR
Innocence Stolen: Protecting Our Children on the Internet	<ul style="list-style-type: none"> Highly recommend this presentation 	Vincent DeVivo Community Outreach Specialist United States Attorney's Office Office: (410) 209-4832 Cell: (240) 460-1374 vincent.devivo@usdoj.gov
Watch D.O.G.S. Dads of Great Students	<ul style="list-style-type: none"> Encourages participation of fathers,uncles, and legal male guardians 	https://dadsofgreatstudents.com/

ADDITIONAL INFORMATION

SUGGESTIONS	OVERVIEW	VENDOR DETAILS
Oriental Trading "Flo's PTO" Loyalty Program	Free loyalty program crafted exclusively for Parent Teacher Organizations. Members gain access to an array of exclusive perks, deals, and resources.	More details: https://www.orientaltrading.com/flos-pt-program-a1-560967.fltr?categoryId=560967
Chipotle Reading Rewards Application	<ul style="list-style-type: none"> Application Opens in February By April 1st: Applicants will be informed if they were selected Between April and May: Approved applicants should receive their Reading Rewards 	More details: https://www.chipotle.com/reading#
Students Helping Students Food Drive	<ul style="list-style-type: none"> Can be done to support our community by restocking the Maryland Pantry 	More details: https://mdfoodbank.fenly.org/
Meeting Ideas ATTENDANCE DRAWINGS	<ul style="list-style-type: none"> Suggestionstogetparents involved 	VIP Seating at an upcoming event VIP Parking for an upcoming event Student lunch pass (Sit wherever in the cafeteria) Homework pass for their child Visa gift card Gift basket Point earning initiatives
Circus Ice Cream Rentals	<ul style="list-style-type: none"> Popcorn machines, ice cream truck, Sno cone machine, and hot dog roller 	More details: https://www.circusicecream.com/rentals Phone Numbers: (301) 843-8846 or (301) 934-3441
Papa John's Pizza	<ul style="list-style-type: none"> Charles County Public Schools only \$7.99 per large pizza 	

RESOURCES

SUGGESTIONS	OVERVIEW
F. B. Gwynn Educational Center https://www.ccboe.com/schools/gwynn/parent-center/	The Charles County Parent Center is a resource center for families with children with disabilities supported by the Maryland State Department of Education. The center's primary purpose is to provide the skills, resources, and knowledge that will enable families of children and youth with disabilities and professionals to partner in the educational decision-making process. In addition, the Parent Center provides information, materials, a lending library, computer internet access, and support in the community.

Thirty (30) Family-Friendly Fundraising Ideas for Children of All Ages

Getting your students involved with fundraising can help instill the values of charitability and generosity. But that doesn't mean these fundraising ideas need to be boring for them!

There are plenty of [unique fundraising ideas and events](#) that will encourage students to get in the spirit of giving while having fun running around, playing, and raising money for a fantastic cause.

Whether you are trying to fundraise with small children or bring out your own inner child, these 30+ fundraising ideas are sure to make any kid smile.

If you're brainstorming fundraising ideas for your nonprofit organization, individual fundraising, or for a larger cause, getting your students involved can be fun for the whole family!

1. Shoe Drive Fundraiser

Shoe drive fundraisers are the perfect fundraising idea for students and an ideal way to launch your fundraising strategy. Students are steadily growing, which means you need to continue buying them new clothes and shoes to try to keep up.

Well, their outgrown shoes can finally serve a new purpose! Donate them to a shoe drive fundraiser and encourage classmates, friends, and family to do the same.

What happens to these shoes? Let's start with the beginning of the fundraiser:

1. First, call on an organization like [Funds2Orgs](#) to start the fundraiser, they will drop off all of the collection supplies to gather as many shoes as you can from the community.
2. You'll make calls out to the community to clean out their closets to gather their old, gently worn, used, and new shoes for these collection boxes.
3. Once the fundraiser is over, Funds2Orgs comes to collect the shoes to [repurpose them](#).
4. You'll receive a check in the mail depending on the weight of the bulk of shoes you gathered and donated.

Super easy, right? You're [giving new life to your students' old shoes](#) while instilling the values of generosity and ecological responsibility for the donations and repurposed shoes.

2. Matching Gift Drive

No matter what fundraising idea you go with, partnering it with a matching gift drive is a great way to maximize the amount of support you can raise from your community! During your fundraising campaign, inform your supporters about matching gifts and ask them to complete their matches, if eligible, for your cause.

Matching gift programs are a very popular corporate philanthropy strategy for companies, but employees frequently aren't aware of them! During your fundraising campaign, send out newsletters, emails, or social media posts about matching gifts and how someone can look up their eligibility. If you want to go all-in, try investing in a matching gift database like [Double the Donation](#) to make it even easier for your community.

3. Silent Auction

Silent auctions, whether online or in-person, are a perfect way to get students involved with your fundraising efforts. If you are fundraising [for a school](#), try auctioning off a school supply basket or top young adult novels to engage the students in the gifts. Or you could auction trips for the entire family to enjoy! Possibilities are endless.

Another way to get students involved in this fundraiser is to encourage them to create the auction items themselves. Parents will love bidding on art projects by their own children!

4. T-Shirt Sales

Everyone loves t-shirts! Selling shirts is an effective fundraising option for any cause. Plus, you get to show off your creative side with the design.

Get your students involved with the t-shirt design process. Choose a [t-shirt fundraising](#) provider who encourages you to submit your design. Then, hold a contest among the children to see who can come up with the best design, and feature the winner.

Either collect order forms for everyone who wants a shirt or make a bulk order to sell to families. If you choose to order in bulk, be sure you order a variety of sizes for each of the students and the parents who want to buy.

5. Popcorn Fundraisers

Selling delicious snacks to your community in exchange for donations is a great way to earn money for any cause!

Get started with a personalized web store from [ABC Fundraising](#) and start selling popcorn to anyone and everyone throughout your community—grandparents, family friends, colleagues, etc. After all, who doesn't love ordering gourmet snacks that, as a bonus, support a great cause?

6. Crowdfunding

Is your child an athlete? Or starting at a new school? Maybe your family is moving or going on vacation. No matter what the occasion, crowdfunding can help you fund your next big adventure with your students!

Crowdfunding is a fundraising solution in which you collect many small donations from a broad audience.

Use a crowdfunding platform that allows you to customize your page with a photo of your child or your family; then, write a short description of your cause. Market your campaign on social media to reach out to your online network for donations. You'll be amazed at how many gifts come flowing in!

7. Bake Sale

Bake sales are a classic fundraiser for students that can raise a surprising amount of cash when you have access to the right resources.

First, you need an excellent product. Do you have a famous chocolate chip cookie recipe? Are your brownies out of this world? Dig into some of the old favorite recipes. Maybe this is when you tell your students about age-old family baking secrets!

8. Trivia Night

Trivia nights are a perfect and educational way to get students involved with your next fundraising event.

Ask questions about popular television shows, books, and pop culture. Include a student category to ask about the students' favorite movies or sports teams! Sell tickets and invite the whole community to attend. If you host the event at a local restaurant, you can always ask if they'd be willing to share a cut of the profits for your cause so you can earn a little extra cash.

Bonus! You can also ask the host if you can include a [shoe drive collection box, which is located](#) in the corner of the event. Then encourage people to bring their old, gently worn, used, and new shoes to donate during the event.

9. Talent Show

All you need for this student's fundraiser is a stage, tickets, and some incredible performers. Sell tickets to family members so they can come to watch their students wow the crowd. To make some extra cash during this event, try selling concessions to hungry performers and audience members. You can also videotape the performance for families to buy once it's over.

10. 5K Race

5K races are all the rage today! **These handy fundraisers encourage students and adults alike to get out and be active while raising money for an incredible cause.**

All you need to host one of these popular events is a place to run, registration forms, and a timer. For some extra fun, design custom 5K race shirts to sell at the event. In addition to raising money and encouraging a healthy lifestyle, you'll also be helping students burn off some of their seemingly never-ending energy.

11. Family Picture Day

It can be a real hassle to take a good picture of the entire family. Between students squirming and finding someone to take the picture, most families do without it. Hosting a family picture day will give families these keepsake photos while raising money for a great cause!

Offer a professional photo shoot for your supporters to come and get a group or individual picture. You can then sell these pictures to them in the form of framed or wallet-sized photos, custom mugs, or any other personalized item.

12. Art Auction

Encourage students in an art class to work hard and create paintings or pottery. Then, set up an art "gallery" to show off their work. Invite family and friends to come along and bid on their child's artistic creation.

13. Class Cookbook

Ask students, team, or other groups to bring in their favorite recipe to compile in a cookbook. All you do is have it printed and make copies to sell to the families. For more fun, make it a themed cookbook for a holiday season. Who doesn't like to try new holiday cookie recipes?

14. Field Day

Field day is a [classic sports fundraising event](#) that students everywhere look forward to each year.

Set up games and activities outside for everyone to enjoy. Some of these games may include tug-of-war, kickball, a water balloon toss, a three-legged race, and other fun activities. Charge a small admission fee for students and adults alike to enjoy the festivities. Don't forget to make a rain plan for this event! Check out the website for your local community center. Depending on [the software](#) they use, you may be able to reserve the center for your event.

15. Carnival

A carnival is a perfect way to get everyone together for a day of family fun. Also, you can combine multiple fundraisers for one big hoopla! Make sure you provide plenty of games for all ages during this event. From rides to guessing games, silent auctions to shoe drive fundraisers, and everything in between, your students are bound to have a blast at the event.

16. Pictures with Santa

How often have you gone to the mall during the holiday season and seen students lined up for their 30-second photo shoot with the big guy? You can host your own pictures with Santa event for a better experience for the students, plus some extra funds for you! All you need for this event is to get a great camera and some of Santa's finest helpers. Try including a holiday cookie baking contest at this event.

17. Help-O-Ween

Get your students excited for the Halloween season, and also the season of giving. Instead of asking for candy, encourage your students to explain your cause to each family they visit on Halloween and ask for spare change instead. Not only will this collect funds for your cause, but it also instills a charitable spirit in the students. In addition to raising money, your students will be spreading the word of your incredible mission to the entire community.

18. Rubber Duck Race

Get your supporters in the competitive mood with a rubber duck race. Competitions are one of the top ways to get people involved in your fundraising efforts, and it's just as exciting as other fundraising ideas for students! What cuter competition is there than rubber ducks?

Gather enough rubber ducks for everyone who wants to join the race, then number each one. Supporters submit a small registration fee to enter the competition, then cheer their numbered duck to the finish line! Remember to provide a small prize for the race winner.

19. Valentine Candygrams

People can buy a candygram valentine (a piece of candy and small love note) to support your cause. This token of love is then delivered to the recipient. Try offering an alternative to a monetary donation: if students would instead donate a pair of shoes for the candygram, you can add it to your shoe drive fundraiser.

20. Used Book Sale

Get your students excited about reading with a used book sale. How many required reading books do students purchase, read, and then never touch again? A used book sale is a perfect fundraising idea for students that will repurpose this old reading material for other children to enjoy.

Encourage students to donate the old books that they may have outgrown or don't read anymore. Then, resell these books to other students. The donation pile is bound to be full of fun books or future required readings that other parents can get cheaply.

21. Penny Wars

Penny wars are a perfect students fundraiser idea to make the most of the natural competitive spirit we develop at a young age. Split the students into teams or encourage competition between different elementary school classes. Students put pennies and other coins in the jar for their team. Every cent collected is a point toward that team.

The twist is that dollars are negative points. Students can put dollars in the jars for their competitors to subtract 100 points for that team. Whoever has the most points at the end of the fundraiser, wins! Don't forget to provide a small prize (like a pizza party) for the winning team.

22. Read-a-Thon

A read-a-thon is one of our top fundraising ideas for students because it encourages students to spend the day reading with their friends or classmates. The fundraiser works like this: Students ask parents, teachers, friends, and family to sponsor their efforts in the read-a-thon. Students collect donations for however many minutes or pages they read. Remember to give a prize to the child who reads the most during the event!

This event is often used as an effective fundraiser for schools, but it can certainly be applied for any organization or cause.

23. Dodgeball Tournament

A dodgeball tournament is a fun and exciting way to get adults and students alike out and about for your fundraising cause. Require some participation or spectator fee for the tournament. Students and adults alike will love throwing these soft balls at their family and friends. Remember to offer a prize for the winner of the competition!

Try adding a concession stand during the competition for some extra earnings.

24. Family Game Night

Pull out your favorite classic board games because it's time for a family game night.

Encourage all families invited to the event to bring their favorite board games. Then, charge a small admissions fee per family to play. Don't forget to thank everyone for coming to the event. Make sure to offer a small prize for the winner of the tournament. It could be a trophy or a gift card to a local restaurant for dinner after the event.

25. Hat or PJ Day

This fundraiser is entirely free. All you need to do is ask students to pay a small fee to wear a silly hat or their pajamas to school or Sunday service. Students have fun wearing the previously forbidden clothing, while you raise money for an incredible cause.

26. Parents' Night Out

Sometimes parents need a break. The Parents' Night Out fundraiser gives them the chance to go out on a date night, get some errands finished, or take a staycation. Essentially parents' night out is like group babysitting. Gather some volunteers to watch children while their parents take a night off.

Students love this idea because they get to hang out with their friends. Parents love this idea because they get a well-deserved break for the evening. Plus, by charging a small fee to watch the children, your cause raises money. Everyone wins!

27. Soup Delivery

On a cold day, nothing tastes better than a hot cup of your favorite soup.

Did you know this delicious soup can help you raise money too? Gather a group of people together to make a huge batch of soup that you can provide to family and friends. Then, gather volunteers to deliver the soup. Ask for a small contribution in exchange for the soup delivery.

28. Cookie Dough

Cookie dough fundraisers are one of the most delicious fundraising ideas around.

Purchase cookie dough from a wholesale provider, then sell it to your community members. Ask your students to bring the order form to their school or youth group to expand your network even further. This fundraising idea is especially effective during the holiday season when everyone wants to make batches on batches of holiday cookies.

29. Restaurant Night

When was the last time your whole family was able to sit down to a special family dinner? Between the craziness of the students' schedules, this time is priceless. **Now, imagine you can take this time and help support a great cause!**

Many restaurants offer a "restaurant night" to nonprofits and other causes. A restaurant like Chipotle or Panera Bread can partner with the cause and agrees to donate a portion of the profits for a single evening to the nonprofit.

30. Cupcake Wars

Cupcake wars are a great fundraising idea for all the sweets lovers in your family.

Charge a small admission fee to enter the competition. Set up age groups so everyone is competing with others roughly their same age. Then, let the game begin!

Set cupcakes in front of everyone and give them a certain amount of time to decorate that cupcake for the competition. An unbiased volunteer judge passes a verdict to find the best cupcake designer for each age group. Finally, everyone enjoys their sweet treats.

APPENDIX



CHARLES COUNTY PUBLIC SCHOOLS

Parent Teacher Organization (PTO)

**Parent Teacher Student Organization
(PTSO)**

Rules and Procedures

2024-2025

PURPOSE

The PTO/PTSO is to serve as an active, loyal, and supportive partner of the school and function as an extension of its programs, activities, and events, including assistance with planning, development, implementation, and evaluation as appropriate, within the district policies, rules, and procedures.

MISSION

To build a bridge between school and home.

OBJECTIVES

The PTO/PTSO will set specific objectives to support each school, each school year, consistent with the general objectives listed below. Exhaustive efforts will be made throughout the year to meet these expectations and accomplish the organization's objectives accordingly.

- To establish a home-school partnership that will bring about a spirit of cooperation in the education of our students.
- To offer volunteer support to the principal, the teachers, other staff and students.
- To support the vision and mission of the school community.
- To advocate for clear guidelines and reasonable expectations that follow Charles County Public Schools' (CCPS) policies and procedures, including but not limited to keeping children safe and implementing fair and sound policies and procedures.
- To help develop cooperative efforts between educators and the community to ensure a quality education is afforded to all students.
- To foster and support school and student activities that will promote pride and citizenship, through appropriate and approved fundraising efforts.

GOALS

Our goal is to supplement an effective partnership with the school administration, staff, families, students, and the larger school community for a successful educational experience.

Specific (simple, sensible, significant)

Measurable (meaningful, motivating)

Achievable (agreed, attainable)

Relevant (reasonable, realistic, and resourced, results-based)

Time-bound (time-based, time-limited, time/cost limited, timely, time-sensitive)

Evaluated (on track)

Reviewed (time to access)

ROLES

The PTO/PTSO's role in schools centers around students' receipt of a well-rounded educational experience from the non-instructional perspective. Their charge is supportive in nature designed to seal any connection gaps between the school and the home, through various communication modes, family activities and fundraising events.

- To provide and assist in opportunities for extracurricular activities that will augment students' educational experience as approved by the school administration.
- To act as a liaison between parents, school staff, and CCPS.
- To plan and implement procedures to provide better communication between parents, students, and the school staff.
- To work under the school's administration/leadership team's direction in offering recommendations and input regarding issues as requested by the general membership.

POLICIES

The primary focus of this group shall be educational in nature, having been established through dialogues of interest, conferences, committees, projects, and activities, and will be governed by relevant and reasonable policies and practices.

- The group is a member of the school's student activity funds and shall follow the policies and procedures specified by Charles County Public Schools.
- The group may not engage in, nor sponsor other groups or active student-centered agencies, such as 4-H Clubs or boys/girls scout organizations.
- The group shall remain free of any and all political involvement.
- The group will work under the direction of the school's principal and staff to support and enhance the educational and cultural environment in the school. However, it will in no way direct the programs of the administration and staff.
- Proceeds of funds received by the PTO/PTSO shall be deposited into the school's student activity account designated for this group and be distributed by approval of the principal considering the wishes of the general membership. In addition, all purchases and financial processes must be in accordance with the CCPS policy and approved by the school's principal.
- Proceeds of fundraising activities cannot be used for the personal benefit of a PTO/PTSO officer, school staff member, or general PTO/PTSO member.
- The group must receive approval from the principal when planning all functions.
- The use of the school facilities must be requested through the principal or principal designee.
- All items donated become the school's property and must be inventoried according to fixed asset and sensitive inventory rules, which can be accessed through the school's financial secretary. Donated items shall be approved by the school administration and meet the requirements of the district's policies. Once inventoried, donated items may not be taken from the premises and must be pre-approved by the PTO/PTSO for use by another group within the school.

- Financial donations not to exceed one-time amounts over \$500 are acceptable in accordance with CCPS policy.
- All financial expenditures and revenue practices shall be in accordance with the CCPS “Accounting Manual for Student Activity Funds” and “The Finance, Business and Technology Procedures for Activity Sponsors Student Activity Fund,” without exception.

MEMBERSHIP

Membership in the School PTO/PTSO shall be open to all parents, guardians, and students of School, as well as teachers and staff. Other persons interested in this organization’s objectives, such as business groups, mentors, etc., may approach the organization with ideas to discuss, review and consider, but will not be granted voting-membership rights.

Membership dues may be established by the current elected officers, not to exceed \$10.00 per year, per voting member.

OFFICERS

The officers shall consist of an elected president, vice president, secretary, and treasurer, who are collectively referred to as the Executive Board. A Teacher Liaison serves as a member of the Executive Board as well but is selected, not elected. Secondary schools will allow the participation of a Student PTO Member as well. The position of president is the only role that may be shared between two individuals, thus acting equally as co-presidents.

- Eligibility – Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO/PTSO meeting, if applicable) shall be eligible to serve in any officer position.
- Term of Service – Nominations shall take place by written ballot beginning in April; at the May meeting, general membership votes/elects new officers to a one-year term (July 1st through June 30th of the following year). An individual may only hold one officer’s position at a time and may not serve more than two consecutive years in the same officer position.
- Nominations are needed to elect officers.
- The officers are not appointed by the school principal but voted by the general membership. The principal may appoint officers as needed.
- Vacancies may be filled by a majority vote of the general membership or by voting members present at the next meeting after the vacancy occurs.
- In case of a tie during officer elections, the principal shall have the deciding vote.
- All officers shall act in the best interest of the PTO/PTSO and CCPS.
- No officer shall be compensated by the PTO/PTSO for his or her service.
- Each officer shall attend the Executive Board meetings and scheduled PTO/PTSO meetings.
- No officer shall secure any contract in the name of the PTO/PTSO without the approval to do so by the school’s principal and by a vote of the PTO/PTSO members. All contracts must be approved and signed by the school’s principal and CCPS, where applicable.

- An officer may be removed from office only upon the principal's recommendation and by a majority vote of the general membership.

***Note:** Parents, guardians and community members interested in contributing volunteer service in CCPS (before, during or after school, or on the weekends) must register accordingly and complete the CCPS background screening process prior to being permitted to participate. This is nonnegotiable and applies to PTO/PTSO Executive Officers/Board Members. To access the volunteer registration form and begin the background screening, please visit the school system's (ccboe.com) website: <https://www.ccboe.com/index.php/volunteers>. Upon being cleared, volunteer approval is good for one school year, meaning any approved volunteer from the previous school year must complete the process again for the upcoming school year. The application window for the new school year opens Aug. 1. In addition to the registration and background screening, all PTO/PTSO Executive Officers must complete all required training as a condition of assuming the role. Executive Officers who are CCPS staff are not required to complete the volunteer registration or background screening.

OFFICER DUTIES

Each PTO/PTSO officer will assume specific responsibilities related to the productive progress of the parent group and the overall betterment and support of the school.

President: Shall preside and facilitate all meetings of the group and the Executive Board; shall be a member of all committees except for the Nominations Committee; shall perform all other duties within the scope of the presidency as determined/required by the general membership; shall serve (or designate another officer to serve) on the county's PTO/PTSO Council.

- The PTO/PTSO Council consists of the PTO/PTSO president (or designee) from each school and typically meets at the central office six times a year (August, October, December, February, April, and June), as well as other times as deemed necessary by the Superintendent or designee; the PTO/PTSO council member shall report back to the PTO/PTSO general members regarding discussed topics/activities. The president reports directly to the school principal and the chain of command shall follow that direction.
- To ensure the integrity of the PTO/PTSO email account, the president must transfer the email address, login, and password information from the previously elected officers to the school principal and incoming elected officers by the end of each school year.

Vice-President: Shall act as an aide to the president; shall act on behalf of the president in his or her absence and shall serve as a liaison between all committees and the Executive Board.

Secretary: Shall record the minutes of all general and Executive Board meetings, read the previous meeting's minutes, tabulate, and record any votes called for, and be responsible for the distribution, posting and archiving of general meeting minutes as requested by the general membership.

Treasurer: Shall perform the following functions:

- Work with the school's financial secretary and keep all necessary documentation regarding the group's funds and report all account balances at each general meeting.
- Work in conjunction with the school's financial secretary and be responsible for deposits, account activities and approved disbursement requests for funds; shall perform other financial duties as requested by consensus of the general membership and approved by the school principal.
- Ensure all financial expenditures and revenue practices shall be in accordance with CCPS "Accounting Manual for Student Activity Funds" and "The Finance, Business and Technology Procedures for Activity Sponsors-Student Activity Fund," without exception.
- Monitor financial records throughout the year, ensuring sufficient funds are left in the account at the end of the year, to cover welcome back expenses for staff at the beginning of the following year (i.e., staff breakfast/lunch or welcome back gifts), including at a minimum the following amounts:

Elementary School	\$500 minimum
Middle School	\$1,000 minimum
High School	\$1,500 minimum

Teacher Liaison: Shall act as the official connecting entity executive between the Executive Board and the teachers at the school.

- Shall attend meetings, consume material, engage in dialogue, and relay information to teachers and accordingly.
- Shall present ideas and concerns from the teachers' perspective and make special requests on their behalf when applicable.

PTO/PTSO Representative Liaison:

- Shall create a platform for PTO/PTSO leaders to collaborate to share ideas, questions, concerns, combined efforts, and support.
- Acts as a go-between for the PTO/PTSO leadership and the CCPS DCEE.
- Shall share information, tools, and resources available to the PTO/PTSO committees to build a bridge between school, home and community.
- Shall mediate with the PTO or PTSO Executive Board, principals, administrators, and liaisons to provide successful guidance on the execution of communication, activities, and fundraisers throughout the school year based upon the Charles County Public School PTO|PTSO Rules and Procedures Guidelines.
- Shall communicate and collaborate with the Charles County Public Schools Department of Community Engagement and Equity (CCPS DCEE) to provide an overview of available resources, tools, and available support available at the district level.
- Shall strive to encourage the use of community resources and tools to strengthen partnerships with local businesses, organizations, and nonprofit organizations.

- Shall strategize ways to create a platform for resources and tools available to all 40 PTOs and PTSOs to create S.M.A.R.T.E.R. goals and objectives to be the nucleus of information for families and our community.

Student Representative: Shall attend all general meetings (where applicable) acting in an advisory capacity and shall serve as a liaison between the general membership and the students of the School.

All Officers: Shall follow the following duties:

- Must perform their duties in accordance with these [PTO/PTSO] rules and procedures and adhere to the policies, procedures, and rules of CCPS.
- Shall be mindful of their role in always representing the school and school system, even beyond their volunteer time with their affiliate school.
- Use good judgment as it relates to social media etiquette, being responsible and selective about posting, responding, tagging, tweeting, liking, commenting, etc. on social media platforms, thereby avoiding associating the school/school system with unnecessary negative attention.

***Note:** As a part of the annual transition of the leadership process, the official group email address login and password information must be transferred from the outgoing PTO/PTSO leadership to the newly elected leadership group, on or around July 1.

EXECUTIVE BOARD

The Executive Board of _____ School PTO/PTSO shall consist of the elected officers, the principal, and a staff advisor/representative. The duties of the Executive Board shall be:

- To work with the school's principal and financial secretary in establishing the PTO/PTSO's annual budget. The school administration shall have the final approval of any recommendations.
- To transact any necessary business on behalf of the general membership in the interval between regular meetings.
- To oversee the workings of subcommittees and special projects.
- To present reports on committee work at general membership meetings.
- To recommend payment of any bills not connected with the operating expenses or welfare work of the PTO/PTSO.
- To meet prior to each regular (general membership) PTO/PTSO meeting, a majority of the Executive Board members must be present in order to constitute a quorum.
- Special meetings of the Executive Board may be called (between regular intervals) by the president or by a majority of the committee members with the school principal's approval.
- To meet at a minimum, five times a year to discuss educational issues which affect the building and to make recommendations concerning such items as school budget, physical plant, class size, purchase of new equipment, new programs, safety, etc., to include any

other areas that impact the school experience for children. Whenever possible, teachers are welcomed and encouraged to participate.

GENERAL MEETINGS

In accordance with these PTO/PTSO Guidelines:

- At a minimum, regular membership meetings shall be held at least four times a year but are encouraged to be held once per month beginning in September.
- Meetings shall be held during designated weeks of the month, assigned by grade level accordingly:
 - **Elementary School** Meetings = first week of the month
 - **Middle School** = second week of the month
 - **High School** = third week of the month
 - **Emergency or rescheduled meetings** = fourth week of the month with a pre-approval from the Office of School Administration

***Note:** For this purpose, the first week of the month must begin on a Monday, even if the school is closed.

- Meetings may be held virtually when live participation is not an option.
 - When holding virtual meetings, efforts should be made to schedule and invite members in good standing to fully participate through a CCPS-approved virtual platform (e.g., WebEx, Zoom, Microsoft TEAMS), while other interested parties are welcomed to observe via the school's website.
 - Each school has a Public Relations Liaison who is asked to work closely with the PTO/PTSO group to ensure all communication efforts are exhausted, with regard to promoting the school, its brand, and any events and activities supported thereby.
 - The Public Relations Liaison will assist the PTO/PTSO officers with having general meetings live streamed via the school's website, or video/audio recorded for maximum consumption and participation, even by non-present members.
 - Recordings of the meetings should be made available/posted on the school's social media platforms and website shortly after each meeting.
 - Nominations for new officers for the upcoming school year shall begin in April; voting and elections shall commence in May (nominations may occur virtually, if necessary, organized by the current PTO/PTSO Executive Board).
 - Officer transition should occur in June and the group may plan/set its meeting schedule for the upcoming year if prepared to do so (elections may occur virtually, if necessary, organized by the current PTO/PTSO Executive Board).
 - The Executive Board may call emergency meetings with three days' notice. Notices of all meetings will be sent home either with students (i.e., flyers, etc.) or via electronic messages, to reach the maximum number of families.

- PTO/PTSO meetings will deal with general interest issues concerning a significant number of parents and shall not address singular complaints best handled by an individual parent and the appropriate staff member.
- The Executive Board shall encourage parents with individual concerns to approach school staff and/or the administration.

SOCIAL MEDIA GUIDELINES

- The Board of Education of Charles County encourages the use of all available media and communications to keep the goals, programs, achievements and needs of the schools before the public, and to keep the public informed of publicly held meetings of the Board. The Board also recognizes that social media is beneficial for community engagement.
- The Board defines social media as any on-line technologies where people share information, opinions, experiences, and perspectives. Examples include, but are not limited to, the school system's Twitter, Facebook, YouTube, and Instagram platforms. These platforms are intended to create a limited public forum where members of the community can learn about and participate in discussions about any item posted by the school system, or any school system-related topic.
- Constructive public conversations are encouraged within comments, messages, retweets, and other user communications ("public comments"). The school system retains the right to review public comments on all its social media platforms and, although the school system does not discriminate based on viewpoint, it may remove public comments and restrict access to users for violating these guidelines.
- Public comments may be removed or blocked by the Superintendent of Charles County Public Schools, the school system's Director of Communications, or designee if the public comments contain, constitute, or link to:
 - Malicious or harmful software.
 - Advertisements, promotions, or solicitations of a commercial product or service.
 - Confidential, personally identifying, or private information.
 - Personnel matters concerning individual employees.
 - Profanity, nudity, indecency, or obscenity.
 - Targeting of individuals or groups protected by the Board's nondiscrimination policy.
 - Threats of violence or to public safety.
 - Criminal or illegal activity or behavior.
 - Copyrighted materials.
 - Disruptively repetitive content.
 - Pending appeals filed with the school system.
 - Matters that are unrelated to the school system or any posting by the school system.
- The Superintendent, Director of Communications, or designee may temporarily or permanently restrict access to individuals who repeatedly violate these guidelines. To contest the restriction of access to a social-media platform, the user must submit to the

Office of Communications at smackey@ccboe.com a written statement providing grounds for reinstatement. Requests shall be responded to on a reasonably timely basis, and access shall be restored if it is determined that the grounds for reinstatement are sufficient.

- Individuals may contact the Office of Communications at smackey@ccboe.com at any time to identify public comments or other conduct in violation of these guidelines.
- The school system monitors its social media platforms but is not responsible for content generated by users on these platforms. The school system retains the authority to entirely turn off the public's ability to post any public comments at any time. A public comment is the opinion of the commentator only. Publication of a public comment does not necessarily imply endorsement of, or agreement by, the Board or the school system. Public comments and content should be understood to be entirely public, and users should not post any public comments that they consider, or would like to keep, confidential. Public comments shall not constitute legal notification of the school system.

SUPERINTENDENT RULE 1111

Charles County Public Schools (CCPS) recognizes that students, parents, and other stakeholders use differing methods of communication, and strives to reach as many of our community as possible. Social media is one of those methods.

Social media is defined as on-line technologies such as Twitter, Facebook, YouTube, Instagram, and Snapchat, as well as all electronic communications, including but not limited to texting, emailing, instant messaging, group messaging and chat rooms. CCPS allows the use of social media and other technologies as avenues to communicate school system messages, encourage social media visitors to visit the CCPS website, and create opportunities for two-way dialogue.

EMPLOYEE USE OF SOCIAL MEDIA

Approved social media sites may be used to facilitate communication among employees, groups of students and members of the school community to further the instructional program. Employees are expected to conduct all social media communications in accordance with Board policies, guidelines in the Employee Handbook, and directions from their supervisors, as they would in any professional situation. Social media accounts used by employees of CCPS shall be approved annually by the school principal. The approval process will include the sharing of log in and password information. Social media accounts established by schools and affiliated clubs are property of CCPS. Except as provided in this Rule, CCPS prohibits communications between students and staff through social media.