

GAMS PTO Meeting Agenda, November 15th 2023, 7:00pm
In-person at Panera Bread Gettysburg

Zoom info (full info below agenda):

Join Zoom Meeting

<https://us06web.zoom.us/j/89754237132?pwd=pzz0a7qVFDQxYhaShCgzaen9fPUxno.1>

Meeting ID: 897 5423 7132

Passcode: 666955

Meeting schedule:

- Roll Call
- Budget/Finances
- Future Events/Opportunities
- Fundraising/Donation Requests
- Warrior Wardrobe
- Newsletter Items
- Operating Status
- Open Discussion

Budget/Finances

Last month's balance: \$342.86

Current Balance **\$473.86**

Debt: None

Oct/Nov Monthly transactions:

 +\$130 profit after Parent/Teacher Conferences

 + All checks reconciled for purchases

Stock: NONE

Additional incoming funds: None

Paypal is PTO4GAMSPayments@gmail.com

No bank account, no EIN

Future Events/Opportunities 2023-2024

- Always - Warrior Wardrobe
 - 1 Volunteer to create SUG, created
<https://www.signupgenius.com/go/8050F48A5AB2CAAF85-gams3>
 - *SUG created, need to advertise - OPEN*
- **NOV - Conference Grab and Go Fall - Parent Teacher Conferences- 11/8-11/10**
 - Provide snacks for all three days of conferences
 - Monetary and in-kind donations received; \$50 cash, \$50 check, \$80 to PayPal
 - Giant Donated \$50 gift card
 - Expenses \$99: Giant snacks (creamers, fruit, extra snacks) \$48.16,
 - Kennie's 4 coffee jugs, 11/8/23, \$50.84

- Lessons Learned: 3 break rooms not 2, Need signage in rooms, container to put items in rather than on table, and reminder sent at 11th hour, take pics
- **DEC - Christmas** - discuss again depending on donations
 - Candy Canes with note for teacher
 - Advertise Staff Sunshine lists - in Newsletter
 - Previously did donuts/coffee/honeybuns for bus driver
 - *OPEN - Ask for volunteer in Nov*

Holiday Cheer Options:

Teachers/Staff – 75-80, Students – 700:

Hershey kisses in bag with “Elf kisses” label for teachers;

- 8 kisses, (220 per bag, need 3 bags, \$36), bags \$7, ask school to print labels = \$43
- This would make 82 bags
- Hershey Kisses – Target/Walmart party bag (2 lbs) \$.06 each. \$13.24 Walmart, \$12.99 Target (\$11.99 until 11/25 with pickup), Amazon \$11.98 making them just over \$.05 each.

Lindt truffles; 2 in bag with label for teachers;

- 150 truffles for \$48, bags \$7, ask school to print labels = \$55
- This would make 75 bags

Candy canes with label and string for label; string approx. \$5, ask school to print labels:

- Good quality candy canes from Target
 - 24 for \$3.50, under \$.15 each = \$12.00 for 80
 - 24 for \$3.50, under \$.15 each = \$102 for 700 (\$20 off with current discount options)
- Dollar General Spangler candy canes
 - 12 for \$1 = 7 packs for \$7 for 84
 - 12 for \$1 – 59 packs for \$59 for 708

1. Bags of 8 kisses for teachers (\$43)
2. Bags of 2 Lindt truffles for teachers (\$55)
3. Candy canes better quality for teachers (\$12-\$15)
4. Spangler candy canes for all teachers and students (\$66)
5. Spangler candy canes - students only (\$59)

Need POC, date, and decision:

Future events 2024 - on hold until closer:

- FEB - Valentine Donuts and Coffee (est \$110)
 - Kennie’s 8 dozen donuts and 4 coffee boxes
 - OPEN
- APR - PSSA Teacher Prep - need date
 - Do we want to do anything for this? Maybe a Giant/Kennie’s cookie tray
- APR - PSSA Testing Treats April 22th - May 10th
 - Providing packaged snacks
 - 4/25 - 4/29, and 5/9 - 5/13 - create SUG for donated snacks
 - Allocate up to \$60 for added snacks if not enough donations
- MAY - Teacher Appreciation Week May 6 to 10th
 - TBD; Coord with Student Council, Lowes giveaway, something kind in school (hearts with compliments or similar)

- Gift cards/prizes for games

Fundraising 2023-2024

- Any additional fundraisers? Plan to do one more spirit wear sale in 2024 with dark dry wick t-shirt only, using paper purchases only.

Donation requests

- Hollabaugh Bros - Donuts during Teacher Appreciation Request - 60 days prior
 - On hold until Feb 24
- Giant - Can do multiple during year, do for Conferences (Nov), Christmas (Dec), PSSAs (Apr), and Teacher Appreciation (May).
 - Nov requested, rcvd \$50; Dec memo ready for Giant - drop 12/1
- Target - Target request memo must be completed:
https://corporate.target.com/_media/TargetCorp/Sustainability-ESG/PDF/Target_Gift_Card-Request-Form.pdf
 - *Volunteer: Eric Schollmeyer; update as of Oct. The Target memo also required a non-profit official memo. Received from school as of 10/26.*
 - *Nov Update:*
- Mr G's - Need volunteer to call/contact new owner and ask for ice cream donation cards for teachers? Need 25
 - *Volunteer: Linsie Jonas; Still need to call Mr Gs on additional.*
- *Need to add Weis on list to contact.*
- There is one SUG with all items; Warrior Wardrobe, Conferences, Book Club, Staff member of the Week..

Opportunities

- Staff Sunshine - Lolita resent link in Oct. We'll need to advertise this in Dec. Added to newsletter.
- Staff Member of the Week (POC: POC Kati Heefner): Goal is \$5 per week towards this. Donations are requested on the SUG.
- 10/6 - Provided 4- \$6 gift cards (Ragged Edge), and 9 Mr. G's coupons.
- *11/13 Provided 2 - \$5 gift cards (Dunkin'), and 2 - \$6 gift cards (Starbucks)*
- Social Committee (POC Jonas Sterner) PTO/Sarah provided Staff Sunshine link so Mr. Sterner can always access.
- Book Club (POC: Kenne Crockett) Requesting donations for Book Club. Included this as a donation on the SUG. Donations are to be sent to the school in an envelope addressed to PTO/Book Club.

Warrior Wardrobe

- No assigned POCs, Mr. Schollmeyer provided requested items.
- We need Toiletries (shampoo, conditioner, deodorant, toothbrush, toothpaste), sweatshirts, sneakers, white socks, earbuds.
- Front office is accepting Warrior Wardrobe donations.
- *All items are on SUG - some donations have been received.*

Newsletter Items: To be included in the school Newsletter. Provide to Lolita when minutes are drafted - [due to Lolita 11/20](#)

“Do you want to send a little sunshine to your child’s teachers over the holidays? The Staff Sunshine page lists things they enjoy: Staff SunshineLink:
https://docs.google.com/forms/d/e/1FAIpQLScISSG3DkNJ4vghjVfxlk_UUaOgLPILmxjNM6gzFtxnu06iw/viewform?fbclid=IwAR0vZ1vzbBxUhUbncnKBKqiUoki5rDrRkZe_Mrim9AjWUWdsI11XU4muq2g_aem_AVwMyAqzUz-SXu1UDpOBnOA4-ghPUI1gaW5EIKsMpSMwyXn24vXonjslNdG6mm8oGJE

There are no fundraisers upcoming but the Warrior Wardrobe always needs a few items. Sign Up Genius here: <https://www.signupgenius.com/go/8050F48A5AB2CAAF85-gams3#/>.

No meeting in December. Join us January 17th @ 7pm at the Gettysburg Starbucks.

Visit our web page for updated events, meeting minutes, and links:
<https://www.gettysburg.k12.pa.us/Page/2434> and follow us on Social Media at Gettysburg Area Middle School PTO. “

Open Discussion:

Due Outs:

- Drop Giant request form approx 12/1:
- Send Lolita Dec Newsletter NLT 11/17: Linsie
- Holiday Cheer POC:
-

Closeout:

Completed Events 2023-2024:

- Spirit Wear
 - All items distributed first week of October
 - Lessons learned: Ensure site states “no returns or exchanges, all sales final”, next time offer dry-wick material (They are \$2 more).
 - Strickland \$14 per hoodie, charged \$22 = \$8 profit (15 sold)
 - Strickland \$6.75 per t-shirt, charged \$12 = \$5.25 profit (27 sold)

Processes or rolling notes that should stay on here:

Donation requests which require formal memo: *PTO must draft the memo, then send it to the school for letterhead. The school will return for PTO signature and use. If specific non-profit documents are required (Like Target), the school can provide proper form.*

Operating Status

No formally signed by-laws, Not registered with EIN or as a non-profit, No updates

Stacey Rice is inviting you to a scheduled Zoom meeting.

Topic: GAMS PTO

Time: Nov 15, 2023 07:00 PM Eastern Time (US and Canada)

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