

Dale Avenue + School #3 Parent Teacher Organization (PTO)

2024 – 2025 School Year Future Planning

Date: 8/20/24 | Location: Virtual Meeting @ 3:45pm | Facilitator: Adriana Machado, VP

1. Introduction and Objectives

- Purpose of the meeting:
 - Discuss plans for 2024-2025 school year
 - Member recruiting
 - Fundraiser Ideas
 - Scholastic Book Fair (Sept 24th - 26th)
 - Chocolate Sale
 - Popcorn Sale
 - “Boo-Grams” (non-candy) – day of Halloween
 - Trunk-or-Treat + Harvest Festival – Oct 23rd (Oct 24th rain date)
 - Breakfast with Santa
 - Holiday Boutique
 - Scholastic Book Fair (Sometime in February)
 - Mother’s Day plant sale
 - Special Events
 - Family Fun Night or Movie Night
 - “Someone Special” Dance – April
 - Muffins with Mom – May
 - Donuts with Dad – early June
 - Field Day – June
 - New Initiatives
 - Establish a [“Room Mom/Parent Program”](#)
 - Autism Parent Support Group
 - Teacher Appreciation events, ex: luncheons, gifts, etc...
 - Schedule general and Exec Leadership PTO meetings 24-25 school year
 - *Sept 19th – Exec Board PTO Meeting*
 - Sept 26th – 1 hour before Back-to-School Night
 - *Oct 16th - Exec Board PTO Meeting*
 - Oct 23rd – During Harvest Fest + Trunk or Treat event
 - *Nov 20th - Exec Board PTO Meeting*
 - Nov 27th – Virtual
 - *Dec 10th - Exec Board PTO Meeting*
 - Dec 17th – During Progress Report night
 - *Jan 22nd - Exec Board PTO Meeting*
 - Jan 29th – Virtual
 - *Feb 21st - Exec Board PTO Meeting*
 - Feb 26th – Dale Ave School
 - *Mar 19th - Exec Board PTO Meeting*
 - Mar 26th – Virtual
 - *Apr 22nd - Exec Board PTO Meeting*
 - Apr 29th – 1 hour before Report Card Night
 - *May 21st - Exec Board PTO Meeting*
 - May 28th - Virtual
- Goals for the planning session: [List the goals, e.g., setting priorities, identifying key events, delegating tasks]

2. Review of Previous Year's Activities

Lessons learned and areas for improvement

- Popcorn Sale
- Ice Cream Social
- Waterpark Day
- Field Day
- Mother's Day flower sale
- Scholastic Bookfair

3. Setting Priorities

- Identify key priorities for the upcoming year/semester.
- Discuss the needs of the school, students, and community.
- Prioritize initiatives based on impact, feasibility, and resources.

4. Event Planning

- **List of Proposed Events:**

- **Family Fun Night or Movie Night**

- Date and Time: [Proposed Date/Time]
- Location: [Proposed Location]
- Objectives: [Goals of the event]
- Budget: [Estimated Budget]
- Committee/Volunteers Needed: [List roles and volunteers needed]
- Timeline: [Key milestones and deadlines]

- **"Someone Special" Dance – April**

- Date and Time: [Proposed Date/Time]
- Location: [Proposed Location]
- Objectives: [Goals of the event]
- Budget: [Estimated Budget]
- Committee/Volunteers Needed: [List roles and volunteers needed]
- Timeline: [Key milestones and deadlines]

- **Muffins with Mom – May**

- Date and Time: [Proposed Date/Time]
- Location: [Proposed Location]
- Objectives: [Goals of the event]
- Budget: [Estimated Budget]
- Committee/Volunteers Needed: [List roles and volunteers needed]
- Timeline: [Key milestones and deadlines]

- **Donuts with Dad – early June**

- Date and Time: [Proposed Date/Time]
- Location: [Proposed Location]
- Objectives: [Goals of the event]
- Budget: [Estimated Budget]
- Committee/Volunteers Needed: [List roles and volunteers needed]
- Timeline: [Key milestones and deadlines]

- **Field Day – June**

- Date and Time: [Proposed Date/Time]
- Location: [Proposed Location]
- Objectives: [Goals of the event]
- Budget: [Estimated Budget]
- Committee/Volunteers Needed: [List roles and volunteers needed]
- Timeline: [Key milestones and deadlines]

- **Discussion:**
 - [Open discussion about the event, ideas, and suggestions]

5. Fundraising Initiatives

- Scholastic Book Fair (Sept 24th - 26th)
- Chocolate Sale
- Popcorn Sale
- “Boo-Grams” (non-candy) – day of Halloween
- Trunk-or-Treat + Harvest Festival – Oct 23rd (Oct 24th rain date)
- Breakfast with Santa
- Holiday Boutique
- Scholastic Book Fair (*Sometime in February*)
- Mother’s Day plant sale

6. Budget Planning

- Review the available budget and projected income.
- Allocate funds to various events, initiatives, and operational needs.
- Discuss any financial challenges or considerations.

7. Communication Strategies

- Discuss how to effectively communicate with parents, teachers, and the community.
- Plan for newsletters, social media updates, and other communication tools.
- Assign responsibilities for managing communications.

8. Volunteer Recruitment and Management

- Identify ideas for member recruitment
 - Have tables at school and local events
 - Have a stronger social media presence
 - *Do we have Dale Ave PTO social channels?*