

Lancaster Parent-Teacher Organization (PTO)

Rita Distefano-French, Parent Co-President
Lisa McCall – Vice President
Sheila Milioto, Secretary
Susan Munyon, Treasurer
Cindy Erle, LBM Teacher Co-President
Betty Ogborn, MRE Teacher Co-President



Dear Committee Chair,

We would like to express our gratitude to you for offering your time to help us coordinate our upcoming event. It is people like you who make our PTO what it is today.

We have a few procedures that are needed to be followed to insure that the event will run smoothly as possible:

- ✓ Committee chairs need to give an update of the events they are running to the members at the monthly meetings before and after the event. If you are unable to make the meeting please email the board and we will present the update for you.
- ✓ All correspondence that will be sent out to parents, teachers, etc. are to be sent to Sheila Milioto, secretary at smilioto@bhrlife.com to obtain the board and Principal O'Shea approval. Please plan for a 2 week turn around time on approval. If the correspondence is not available through email you can contact us and leave the information in the PTO mailbox at the MRE School and we will contact you when received. All notices are required by the schools to be on yellow paper. We have a supply of yellow paper in the PTO closet.
- ✓ Money requests need to be brought before the general PTO meeting to be approved. A cash request form needs to be filled out and submitted to the board two weeks prior to the PTO meeting. If you can't make it on that month's meeting night you could give the information to a board member and we could request it on your behalf.
- ✓ Any cash boxes needed for an event are to be requested from the treasurer and a cash box request form is to be filled out and given to the treasurer 2 weeks before the event. Our treasurer is Susan Munyon. She can be reached at sunsanmunyon@comcast.net.
- ✓ All cash received from an event is to be counted and a fund intake form is to be filled out and signed. All deposits are to be given to the PTO Treasurer. If the treasurer is not available then the deposit is to be left in the Mary Rowlandson School safe. No money should be left in someone's home.
- ✓ Within 3 weeks of the end of your event please complete an End-of-Event Report include all items requested on the form. Drop off the package to Sheila Milioto, Secretary or leave in the MRE PTO mail box.

Again thank you so much for your time and if you have any questions please feel free to contact us.

Sincerely –

Lancaster PTO Board

Contact Information: Board Email: ptoboard@lancasterpto.net

Rita Distefano-French – Phone: 617-880-9545 Sheila Milioto - Phone: 978-365-2376

LANCASTER PTO
REQUEST FOR FUNDING/PAYMENT FORM

FORMS MUST BE SUBMITTED 2 WEEKS PRIOR TO MEETING IN ORDER TO BE CONSIDERED

School Name: _____

Contact Person: _____ Phone Number: _____

Email: _____

Description of Service (event, field trip, activity, etc.):

Grade level/Classroom funds will assist: _____

Total Cost of Service (event, field trip, activity, etc.): _____

Amount Requested from PTO: \$ _____

Other Resources secured/requested to support this service (please identify sources and amounts):

<u>Source</u>	<u>Amount Requested</u>	<u>Amount Granted</u>
_____	\$ _____	\$ _____

*To Whom the Check Should be made out to: _____

*Address to send the check to: _____

*Date Payment Needed By: _____

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PTO Approval:

_____ Signature of PTO President or VP	_____ Date
_____ Signature of Treasurer	_____ Date

***Funds will not be dispersed until the requester is physically present at the monthly PTO Meeting and the request has been approved. Checks for payments will be left with the secretary at the appropriate school office.**

***Recipients are strongly encouraged to return with a presentation to the PTO Meeting following the event. Thank You.**

For PTO Use Only: Date Paid: _____ Check Number: _____ Amount Paid: _____
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Lancaster PTO Cash Box Request Form

Complete form 2 weeks prior per cash box being requested

Name of Requestor: _____ Date Submitted: _____

Requestor Phone: _____

Event being requested for: _____

Date Needed: _____ Total Amount Needed: \$ _____

Change Requested:

\$10 x _____ = _____.

\$ 5 x _____ = _____.

\$ 1 x _____ = _____.

25¢ x _____ = _____.

10¢ x _____ = _____.

5¢ x _____ = _____.

1¢ x _____ = _____.

TOTAL \$ _____.

Approved by (PTO officer) _____ Date: _____

Verified by Event Volunteer _____ Date: _____

LANCASTER PTO
FUNDRAISING/EVENTS FUND INTAKE FORM

To be submitted to the PTO Treasurer by Event Chair/Contact Person for deposit in the PTO bank account. All funds must be collected and accounted for by the Event Chair/Contact person and amounts listed on the form for each deposit. It is preferable to have all funds held in the safe in the Mary Rowlandson School office until the Treasurer is available to make a deposit. If the safe is not available please contact the Treasurer to make arrangements for drop-off.

Event: _____

Event Chair/Contact Person: _____

Telephone Number: _____

Date: _____

FUNDS RECEIVED/ENCLOSED:

CASH: \$ _____

CHECKS: \$ _____

TOTAL: \$ _____

SUBMITTED BY: _____

RECEIVED BY: _____

Treasurer: Susan Munyon Home: 978-978-466-1877
Cell: 978-164-0520

PTO USE ONLY:

Date Received: _____ Date Deposited: _____

LANCASTER PTO
EVENT REIMBURSEMENT FORM

FORM MUST BE SUBMITTED WITH RECEIPTS TO BE CONSIDERED

Event: _____

Event Chair: _____ Phone Number: _____

Email: _____

Detailed list of costs to be reimbursed:		Receipt Attached
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
Total Due:	\$ _____	

To Whom the Check Should be made out to: _____

Address to send the check to: _____

PTO Approval:

Signature of PTO President Date _____

Signature of PTO Treasurer Date _____

For PTO Use Only: Date Paid: _____ Check Number: _____ Amount Paid: \$ _____



Lancaster Parent-Teacher Organization (PTO)



End-of-Event Report

Event:	Date of Event:
Chairperson:	Contact Number:
Co-chair:	Contact Number:
<p>Enclosed in this envelop contains information that next year's chairperson should find helpful.</p> <p>I have enclosed the following (check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of all flyers and mailers (hardcopy & computer disk with files downloaded) <input type="checkbox"/> List of vendors contacted and used <input type="checkbox"/> Budget and actual costs <input type="checkbox"/> Photographs <input type="checkbox"/> Planning issues and notes <input type="checkbox"/> Number of volunteers needed <input type="checkbox"/> Suggestions for next year's chairperson <input type="checkbox"/> Other information <p><input type="checkbox"/> Yes <input type="checkbox"/> No Will Chair event again next year</p>	<p>The most important advice or changes to pass along is regarding event:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Please keep a copy of this report for your files and send the original to the PTO vice president within three weeks of the end of the event. Thanks!