



PTO Chairperson Orientation

Thursday August 6, 2008

6:00am- 7:30pm

Pewaukee Public Library

Agenda

6:00pm - Dinner/ Introductions- Kirsten Bell- PTO President
Kathryn Beich/ Great American (Angela DiCastrì)
another year with a few exciting additions



6:30pm – Let's Navigate Through the Process

- **PTO Website** (Debra Tuttle)
 - Where do I find all those forms and flyers that get sent home?
- **Summary/event evaluation process** (Jackie Sklenar)
 - The hard parts done you just have to update the report.
- **PTO Manager Introduction** (Kathy Longhini)
 - It's easy to log those volunteer hours!
- **Money Transfer Form** (Brad Schlaikowski)
 - What do I do with all this money? Who do I give it to?
- **Your Board Contact Person** (Kirsten Bell)
 - Who is that and how do I contact them?
- **Copying Information** (Kirsten Bell)
 - Who makes the copies? Where do I make them? How many do I make?
- **Website Communications** (Greg Derzay)
 - What do I do to get information on the website? Who do I contact?

7:15pm Questions/Wrap Up

7:30pm Adjourn

Thank you so much we could not do all that we do without you!!

Get Involved, Be Involved, Stay Involved... Your Kids will Thank You for it!

