

Ross Elementary School  
Parent/Teacher Organization  
HANDBOOK



## MISSION STATEMENT

Ross Elementary School PTO is dedicated to enriching and supporting the lives of children, parents, and educators. We do this by providing resources, communication and encouraging involvement in the school and community.

PTO Board:

- Amy Loder, Principal
- Jayne Diaz, Assistant Principal
- Vicki Johnson, President
- Tish Martinez, Vice President
- Paula Rodriguez, Secretary
- Blake Cook, Treasurer
- Erin Akers, Yearbook Coordinator

## PTO BOARD DUTIES

**PRESIDENT:** Presides at general PTO meetings, serves as the official representative of the PTO, and retains all official records of the PTO. The term will last 2 years.

**VICE PRESIDENT:** Oversees the committee system of the PTO, assists the President, and chair meetings in the absence of the President. The term will last 2 years.

**SECRETARY:** Manage communication for the PTO, including but not limited to PTO meetings, websites, and emails. The term will last 2 years.

TREASUER: Serves as custodian of the PTO's finance, collect revenue, pay authorized expenses, and holds all financial records for the PTO. The term will last 5 years.

FUNDRAISING CHAIRS: Determines fundraising activities that will be brought to the board. The term will last 2 years.

#### CLASSROOM MONEY/BUDGET

Each classroom will be approved for \$50 that can be spent on snacks, field trips, or special activity. Money can be used separately or as a grade level. Teacher will be asked to complete a form to request money for classroom need.

#### RETIREMENTS

PTO will be \$75 for staff retirement events. This may include cake, decorations, or special purchase.

#### STAFF/STUDENT LOSS

PTO will give \$75 to staff and or student who suffers a loss of family member or devastating event.

#### PARENT/TEACHER CONFERENCES

PTO will pay \$75 toward snacks during each Parent/Teacher Conference.

## TEACHER APPRECIATION

PTO will pay up to \$200 for snacks and gifts during the May week of Teacher Appreciation. PTO will provide a shirt to staff each year as well as a special gift/event in December for Christmas.

## STUDENTS

PTO will provide each student an ornament for them to make in December.

## EVENTS

PTO will sponsor/assist the following events:

- School Pictures
- Yearbooks
- PTO store
- Father/Daughter Dance
- Mother/Son Night
- Drive In Movie Night

## GRADUATIONS/CELEBRATIONS

PTO will provide the following for Kindergarten Graduation: jumbo cookie and certificate

PTO will provide the following for 5<sup>th</sup> grade Graduation: jumbo cookie and Ross Pennant

## MISCELLANEOUS

PTO will pay for the reverse osmosis water system monthly at a rate of \$30. PTO will also provide a microwave for staff to use up to \$150.

## PTO TAX EXEMPTIONS

- Walmart
- Hobby Lobby
- Oriental Trading (on-line)
- Smile Makers (on-line)
- Dollar Days (on-line)

Ross Elementary School  
Teacher Reimbursement Request Form

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Request Details:

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PTO signature for approval

Date when check was given to teacher: \_\_\_\_\_