



## NC Elementary Boosters Meeting Agenda

Tuesday, November 8<sup>th</sup>, 2022

### I. Introductions

### II. Goals & Vision

- a) Create NC Elementary Boosters mission statement
  - i) Sample 1: The Central DeWitt PTO provides support to the school to fund selected classroom activities, necessary supplies, school programs, improvements, and field trips, thus improving the educational experience for all students grades Pre-K – 6th.
  - ii) Sample 2: We all know children excel when parents, school staff, students, and the community work together. Our PTO can bring these groups together to share thoughts and ideas that will benefit all of our children.
  - iii) NC flyer: Elementary boosters provide support for school teachers and students which in turn creates a positive & caring atmosphere in the school

### III. Member Roles

- a) **President:** Presides over meetings of the Boosters, coordinates work of all Booster members to ensure duties are being carried out, signs contracts and checks, and serves as a liaison between Boosters and Administration/Staff.
- b) **Vice president/Communications Director:** Supports the president. Oversees all communication efforts between Boosters and parents. Manages the Booster Facebook account and oversees general communications.
- c) **Secretary:** Record the minutes of all meetings, and maintain a file of important documents. Oversee contracts, orders, and distribution.
- d) **Treasure:** Collect, deposit and disburse all funds according to the budget. Maintain a current record of income, expenditures & assets. Present a financial report of income and expenses at each meeting.
  - i) Nominate volunteers to fill each role for the 2022/2023 school year



#### **IV. Approved Fundraiser Opportunities for the 2022/2023 School Year**

- a) Nothing Bundt Cakes - Oct/Nov
- b) Parents Night Out - Dec
- c) Father/Daughter Dance (or mother/son) - Feb
- d) Valentine's Day Gifts - Feb
- e) Apparel - April/May
- f) Color Run or Walk - a - thon - April/May
- g) Mom's Craft or Painting Night - TBD
- h) Change Wars TBD
- i) Mom's Craft or Painting Night - TBD

#### **V. Bundt Cake Fundraiser**

- a) Sold 1790 cakes
- b) Raised \$3580
- c) Orders delivered November 18th - picked up in Clarence from 4:30-6 (volunteers needed to pass out orders)

#### **VI. Budget/Potential use of funds**

- a) Budget Overview (separate document)
- b) Field trips, school supplies (schoolwide), Teacher Appreciation week, conference meals, monthly staff treats (sunshine club), etc.

#### **VII. Committee Volunteers**

- a) Fundraising Event Lead/support: see handout
- b) Committee Event Lead/support: see handout
- c) School Event Lead/support: see handout
- d) Staff Event Lead/support: see handout

#### **VIII. Action items between now and our next meeting**