



Abraham Lincoln Elementary School 2016-2017 PTO Committee Information Form

The PTO Board thanks you for volunteering to chair a committee. Without your help and dedication these events would not be possible. The following are some guidelines to help you run your committee. If, at any time, you have any questions, please don't hesitate to contact your Board Liaison.

2016-2017 LINCOLN PTO BOARD MEMBERS:

POSITION	NAME	PHONE NUMBER	EMAIL ADDRESS
President	Shannon Banks	412.915.6127	sbanks143@gmail.com
Co-Vice President	Kristen Michaels	412.956.5165	michaels.kristen8@gmail.com
Co-Vice President	Jen Coates	412.867.6333	jen_coates@hotmail.com
Treasurer	Lisa Rectenwald	412.310.1872	pittsburghlisa@gmail.com
Corresponding Secretary	Kasey Elphinstone	412.600.3492	kelphinstone@yahoo.com
Recording Secretary	Amy Campbell	412.833.3873	arcampbell17@yahoo.com

HELPFUL INFORMATION:

➤ **COMMITTEE DESCRIPTIONS AND BUDGET**

Please review the Committee Descriptions and Budget on our website for a description of your committee, important budget information and your Board Liaison.

➤ **COPIES AND DISTRIBUTION OF FLYERS**

Mr. Johnson must approve all flyers prior to distribution. Please drop off or email him your flyer at johnson.jay@bphawks.org For the 2016-2017 school year, please make 340 copies of your flyer for distribution. Some flyers can be created to only take up a half sheet of paper. Abraham Lincoln receives a discount for copies at Office Depot. Black and white copies are 2 cents each. You must take the Abraham Lincoln Office Depot Discount Card with you to receive this price (can be found on our website, under Forms) For distribution, room counts can be found in the PTO mailbox. Please include an extra copy of the flyer for the Teacher. The School Secretary, Lisa Fedorowski, must receive two copies of all flyers (one for her records and one for the teacher's lounge). You are responsible for distributing the correspondence by placing each group of flyers in each teacher's mailbox.

➤ **BLAST & ADVERTISING**

It is important to advertise your event. If you would like an e-mail blast to be sent out regarding upcoming events for your committee or committee updates, or would like to add anything regarding your committee to our website, please send your **exact wording** to Kasey Elphinstone @ abrahamlincolnppto@yahoo.com.

➤ **TREASURER INFORMATION**

Please review the Treasurer's letter enclosed in this folder and be sure to follow these guidelines closely. If you have any questions relating to the collection of money or expenses related to your committee, please contact the treasurer directly.

➤ **SUPPLIES**

There are many committee-related supplies in the PTO closet. Please ask your Board Liaison to help you with supplies. If you need access to the closet, please see Lisa Fedorowski for the key to open the lock. You may only access the closet during non-gym hours.

➤ **EVENTS**

If your committee is an Event Committee, you must complete the **BOTH** the **SCHOOL EVENT WORK ORDER FOR CUSTODIANS** AND the **BETHEL PARK SCHOOL DISTRICT FACILITY REQUEST FORM** and submit them the school secretary, Lisa Fedorowski, to inform the custodians of the room set up you require. Please submit your request at least **three days** prior to your event.

➤ **COMMITTEE REPORTS**

During the month(s) that your committee is active and after your event, you will be asked to give a brief report at the PTO meeting. If you cannot attend, email your report to Kasey @ abrahamlincolnppto@yahoo.com so an update on your committee can be read on your behalf at the meeting.

➤ **VOLUNTEERS**

There may be a sign-up sheet at the 1st PTO meeting to help obtain volunteers for your committee. Also, we can send out a mass e-mail to all Lincoln families that have registered for our email blasts to ask for volunteers. Please email your **EXACT** wording to Kasey @ abrahamlincolnppto@yahoo.com

➤ **FOLDER**

Upon completion of your committee, please return your folder to the PTO mailbox so that we may update the folders and keep them for next year.

THANK YOU AGAIN FOR VOLUNTEERING!!!