



Abraham Lincoln Elementary School 2015-2016 PTO Committee Data 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.

BOARD MEMBERS:

POSITION	NAME	PHONE NUMBER	EMAIL ADDRESS
Co-President	Traci Kessler	412.833.3393	tkessler23@hotmail.com
Co-President	Shannon Banks	412.915.6127	shannon@scullys.org
Vice President	Kristen Michaels	412.833.8337	michaels.kristen8@gmail.com
Co-Treasurers	Eric Lancy Kim Lancy	412.831.0754	eelkmj01@msn.com emajinel@msn.com
Corresponding Secretary	Lisa George	412.835.1460	lmgeorge21@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 2015-2016 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

If you would like an e-mail blast to be sent out regarding upcoming events for your committee or would like to add anything regarding your committee to our website, please send your exact wording to Lisa George @ abrahamlincolnppto@yahoo.com.

➤ TREASURER INFORMATION

Please review the Treasurer's memo 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.

➤ CONTACTING THE CUSTODIANS

If you are in need of tables or chairs for your event, please print and complete the Custodian School Event Work Order Request Form from our website and submit to the school secretary, Lisa Fedorowski, to inform the custodians of the room set up you require. Please submit your request **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 be present, please email your report to Lisa George @ abrahamlincolnppto@yahoo.com so that we can give an update on your committee at the meeting.

➤ VOLUNTEERS

There will 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 Lisa George @ 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!!!