

Ben Franklin Academy PTO TRAINING MEETING

Date: 08/11/20 Time: 4p- 7p

Location: Ben Franklin Academy, 2270 Plaza Drive, Highlands Ranch, CO

President: Mollie Anderson

- 1. Welcome, introductions, and icebreaker
- 2. SAVE THE DATE PTO Meetings at 6:30P on the 2nd Wed of each month
- 3. Review 2020-2021 PTO events calendar
- 4. Spirit wear sales
- 5. Procedures
 - a. School activity request
 - b. Flyers and posters (Print marketing)
 - c. Newsletter and social media posts (Electronic marketing)

Vice President: Denise Battista

- 1. Position Transfers
- 2. Help Counter
- 3. Directory on Tap (DOT)
- 4. Volunteer Appreciation

Secretary: Shauna Kramer

- 1. Conflict of Interest Policy
- 2. Communication & Conflict Resolution Policy

Treasurer: Emerald Holden

- 1. Check request reimbursement form
- 2. King Soopers Community Rewards program

Fundraising: Brooke Mitisek

- 1. Fundraising introduction & connection
- 2. Fall Boosterthon update
- 3. Benefit Bash 2021

Room Parent Coordinators: Lauren Flint & Amanda Trenck

1. Room Parents will be needed & we will be reaching out soon to get classes filled

2. Room parent role this year