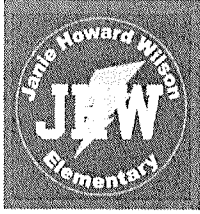


PTO Meeting Sign In  
Friday, January 21, 2022

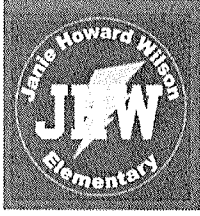
Name:
Tiffany Pressley
Katelyn Jarrell
Lacey Mayo
Kim Griffiths
Bobbi Jurell
Linda J. Ray
Cheryl Smith
Linda BAGLEY



## **PTO Meeting Agenda**

January 21, 2022

- I. Welcome & Greetings
- II. Color Run Fundraiser
- III. PYP
- IV. Calendar of Events- Picnic on the Lawn in March.
- V. February Meeting- No School on Friday, February 18<sup>th</sup>.
- VI. Any other business



## PTO Meeting Minutes

January 21, 2022

### Welcome & Greetings

- Members Present: Dr. Ray, Mrs. Moyer, Mrs. Pressley, Mrs. Finnell, Mrs. Griffiths, Mrs. Jarrell, Mrs. Donaldson, Mrs. Bagley
- Mrs. Finnell passed out the December PTO notes and the agenda
  - Mrs. Moyer approved minutes
  - Mrs. Pressley second the December minutes

### Color Run Fundraiser

- Kickoff scheduled for February 1<sup>st</sup>
- Students will have until February 17<sup>th</sup>
- Color Run Event will be March 16<sup>th</sup>
  - Bagged Lunches will be done for this day
  - Need to create sign-up after the students sign up
  - Students will need to have at least \$30.00 dollars to participate
    - Students receive tee-shirt and color packet
    - Kona Ice will be here which will support PTO

### Picnic on the Lawn will be on March 17<sup>th</sup>

- Families will be invited to sit with their children and can bring a blanket and food (if they choose)
- This will be during the children's lunches
- Possible PTO 50/50 raffle

### Math/Science Night is Next Week

- PTO is approved to do the 50/50 raffle
- PTO will have a table and collect the money and Mrs. Donaldson will be here to assist with any questions.

### PTO Budget

- Reviewed the current amount is \$512.19
- Dr. Ray will ask Publix to see if they can assist with donations to the school.
- Membership continues to increase.

Feedback/Suggestions:

- We can look at an end of the year awards
- Need to develop a survey to see how to increase membership to attend meetings
- Possible recording of PTO meetings to show what meetings look like to increase participation
- Need to increase the number of posts to ask for volunteers
- Snapshot of all events coming until the end of the year

Reminder: No School on the February 18<sup>th</sup>



# DONATION RESERVATION FORM PLEASE FILL OUT ELECTRONCALLY

Instructions: Fill in information completely. This reservation form is required to ship brochures and reserve product. One reservation form is needed for each project booked. If several groups are involved with a single event, a separate form must be filled out for each group. School-A-Thon™ • Toll Free (844) 538-4015 • info@schoolathon.org  
Fax completed forms to: 330-645-7909.

Office Use Only **GROUP ID#**

Office Use Only **EVENT ID#**

**SCHOOL/GROUP NAME**

J A N I E   H O W A R D   W I L S O N   E L E M E N T A R Y

TAX EXEMPT# IF APPLICABLE

**ADDRESS (THIS IS THE ADDRESS ALL KICK OFF AND EVENT MATERIALS WILL BE DELIVERED TO UNLESS OTHERWISE NOTED)**

3 0 6   F L O R I D A   A V E N U E

CITY: L A K E   W A L E S      STATE: F L      ZIP: 3 3 8 5 3

**PRODUCT DELIVERY ADDRESS IF DIFFERENT THAN ABOVE**

CITY:      STATE:      ZIP:

**SPONSOR CHAIRPERSON NAME**

B E T T Y   F I N N E L L

**SPONSOR CHAIRPERSON EMAIL ADDRESS**

B E T T Y . F I N N E L L @ L W C H A R T E R S C H O O L S . C O M

**SPONSOR CHAIRPERSON MAIN PHONE/EXT**

**SPONSOR CELL/HOME PHONE**

**BEST TIME TO CALL (Please give times)**

**EVENT NAME**

JANIE HOWARD WILSON COLOR RUN

**ENROLLMENT**

**# PACKETS NEEDED**

400

**SALES REP NAME**

**REP EMAIL ADDRESS**

**FUNDRAISING COMPANY**

**TERRITORY**

Jenna Gasser

jenna@gwrcfundraising.com

GWRC

Please Choose

**NOTE:** The total cost of all t-shirts sent to the school/group for all participants and volunteers WILL BE INVOICED to the School/Group at \$3.00 per shirt.

This Reservation Form WILL NOT be accepted without Signature of Sponsor Chairperson:

**EVENT INFORMATION**

ENVELOPES/MATERIAL NEEDED BY: 1/21/2022  
KICK OFF DATE 2/1/2022  
TURN-IN DATE FOR ENVELOPES: 2/21/2022  
(18-25 DAYS PRIOR TO EVENT)  
DATE EVENT SUPPLIES ARE PROCESSED: 3/4/2022  
(13 DAYS PRIOR TO EVENT)  
DATE OF COLOR-A-THON EVENT: 3/16/2022  
REGISTRATION TIME: BY GRADE \_\_\_\_\_ TO \_\_\_\_\_  
EVENT START TIME: BY GRADE \_\_\_\_\_  
EVENT LOCATION NAME: JANIE HOWARD WILSON ELEMENTARY  
EVENT ADDRESS: JANIE HOWARD WILSON ELEMENTARY  
GOAL/PERSON: (SUGGESTED \$150/PERSON) 100  
GOAL FOR ENTIRE EVENT: \$10,000

**ADD'L INFO**

ARE ANY OTHER SCHOOLS/GROUPS INVOLVED?  YES  NO  
If "NO" skip to next box: Parent Envelope  
NUMBER OF SCHOOLS/GROUPS \_\_\_\_\_  
MUST FILL OUT A SEPARATE FORM FOR EACH ADDITIONAL SCHOOL/GROUP  
DONATIONS/REGISTRATIONS KEPT SEPARATE?  YES  NO  
MATERIALS DELIVERIES KEPT SEPARATE?  YES  NO

**FLAGS/ARCH PARENT ENVELOPE**

CHECKS PAYABLE TO: JANIE HOWARD WILSON ELEMENTARY  
THIS EVENT IS BEING HELD TO SUPPORT:  
**STUDENT INCENTIVES**  
FRIENDS & FAMILY COLOR CLUB? .....  YES  NO  
OPEN TO ADD'L FAMILY & COMMUNITY .....  YES  NO  
RENTING FLAGS AT EVENT (\$150).....  YES  NO  
RENTING ARCH AT EVENT (\$150).....  YES  NO  
RENTING FLAGS/ARCH AT EVENT (\$250).....  YES  NO  
FEES APPLY .....  YES  NO  
 REP PROVIDES  TERRITORY OWNER PROVIDES  SAT PROVIDES  
SORT DELIVERIES BY:  TEACHER  ALPHA STUDENT LAST NAME  
NOTES:

**70% PROFIT IF OVER \$12,500 • 60% PROFIT FOR \$7,500 - \$12,499**  
**50% PROFIT IF UNDER \$7,500**  
\$30 REGISTRATION FEE INCLUDES 1 COLOR-A-THON T-SHIRT (CHARGED TO GROUP AT \$3.00 EACH) & 1 COLOR PACK PROVIDED BY SCHOOL-A-THON

Rep Signature \_\_\_\_\_

Sponsor Signature Betty Finnell  
NET 14 Days from invoice date.

I, the sponsor, have read the 2nd page of this reservation form and agree to the terms.

## What Schoolathon Provides/Includes for a Color-A-Thon:

- Bulk Color Dust: The more money you raise the more color dust we send.
- Individual Color Packs: Minimum one for each participant
- Color Coordinator Guide: Takes the chairperson from planning to completion of your event.
- 2 Hallway Posters: To promote your sale.
- 15 Event Posters to promote your event throughout the community.
- Pledge/Collection Envelopes: One for each participant.
- Parent Letter: We print the letter for you on the Collection Envelope.
- Custom Pledge Site: For each participant when they register online.
- Credit Card Processing: For online donations and Entry Fees.
- Money Management Software: An easy tool to assist and organize the chairperson with counting & collecting donations.
- Student Rewards Program: Great incentives including personal color packs, t-shirts much more.
- Student Rewards Pre-Packing: We pre-pack the awards per seller for easy distribution.
- Option to Rent Color-A-Thon outdoor flags: For use during your event.
- Option to Rent Color-A-Thon arch: For use during your event.
- 30 small route marker flags: Makes marking your course easy and helps guide your participants.
- R.E.A.C.H. for it: Curriculum program with daily audio announcements and video kick-off.
- Feed on Fitness Twitter Feed: Healthy lifestyle suggestions kids can use for life.
- DJ Party Guide: Suggested script, tips and suggested song list if you hire a DJ.
- Custom pledge site with Supporting Advertising Spots for your group to sell and keep 100% of the profit. *We suggest selling them for \$500 each.*
- Freight for all of the above items that are shipped to your group is included - No hidden fees!
- Great Customer Service!

## What Group Provides/Responsible for:

- Happy Volunteers to plan and run the event.
- The School/Group is responsible for the cost of \$3.00 per T-Shirt for all students, participants and/or volunteers.**
- After party expenses: DJ, water or anything else your group would like to have at your party.  
The banner ad sales should cover those expenses.
- The event is run just by your volunteers so you have maximum control, profit and can make the Color-A-Thon your very own!
- We will do a Kick Off to make a big impact and maximize donations
- We will play/show the daily/weekly announcements to keep up student interest and maximize donations.

Sponsor Initials BT

## Refund/Cancellation Policy

If a Color-A-Thon event is held, no refunds of any kind for donators or registrants can be issued.

If the Sponsor/School cancels an event, the School/Sponsor agrees to re-imburse School-A-Thon 60 cents per packet to cover printing and shipping expenses of supplies sent.

### Date Change

If the Color-A-Thon Event date has changed, registrants are automatically registered for the event on the new day. No refunds will be issued.

### Late Orders

Orders received after the "**DATE EVENT SUPPLIES ARE PROCESSED**" will either be included with the main event supplies at no charge, or sent as a separate shipment and will incur a shipping charge.

### Cancelled Event

If a school or sponsor cancels their Color-A-Thon Event, full refunds for registrations and/or donations will be made 5 to 7 days of when the event has been cancelled. The school or sponsor agrees to pay \$500.00 or the cost of processing fees and time, whichever is greater.

### Weather

Color-A-Thon events go on rain or shine. There are no refunds in case of inclement weather. Officials reserve the right to postpone the event start time or even cancel the event when weather conditions become potentially hazardous to participants and volunteers, but no refunds to sponsors, donators or registrants will be offered.

Sponsor Initials BT



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Fax completed forms to: 330-645-7909.

Office Use Only **GROUP ID#**

Office Use Only **EVENT ID#**

### SCHOOL/GROUP NAME

JANIE HOWARD WILSON ELEMENTARY

TAX EXEMPT# IF APPLICABLE

### ADDRESS (THIS IS THE ADDRESS ALL KICK OFF AND EVENT MATERIALS WILL BE DELIVERED TO UNLESS OTHERWISE NOTED)

306 FLORIDA AVENUE

### CITY

LAKE WALES

### STATE

FL

### ZIP

33853

### PRODUCT DELIVERY ADDRESS IF DIFFERENT THAN ABOVE

### CITY

### STATE

### ZIP

### SPONSOR CHAIRPERSON NAME

BETTY FINNELL

### SPONSOR CHAIRPERSON EMAIL ADDRESS

BETTY.FINNELL@LWCHARTERSCHOOLS.COM

### SPONSOR CHAIRPERSON MAIN PHONE/EXT

### SPONSOR CELL/HOME PHONE

### BEST TIME TO CALL (Please give times)

### EVENT NAME

JANIE HOWARD WILSON COLOR RUN

### ENROLLMENT

400

### # PACKETS NEEDED

### SALES REP NAME

Jenna Gasser

### REP EMAIL ADDRESS

jenna@gwrcfundraising.com

### FUNDRAISING COMPANY

GWRC

### TERRITORY

Please Choose

**NOTE:** The total cost of all t-shirts sent to the school/group for all participants and volunteers **WILL BE INVOICED** to the School/Group at \$3.00 per shirt.

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*(13-25 DAYS PRIOR TO EVENT)*  
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*(13 DAYS PRIOR TO EVENT)*  
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REGISTRATION TIME: BY GRADE TO \_\_\_\_\_  
EVENT START TIME: BY GRADE  
EVENT LOCATION NAME: JANIE HOWARD WILSON ELEMENTARY  
EVENT ADDRESS: JANIE HOWARD WILSON ELEMENTARY  
GOAL/PERSON: (SUGGESTED \$150/PERSON) 100  
GOAL FOR ENTIRE EVENT: \$10,000

### ADD'L INFO

ARE ANY OTHER SCHOOLS/GROUPS INVOLVED?  YES  NO  
*If "NO" skip to next box: Parent Envelope*  
NUMBER OF SCHOOLS/GROUPS \_\_\_\_\_  
*MUST FILL OUT A SEPARATE FORM FOR EACH ADDITIONAL SCHOOL/GROUP*  
DONATIONS/REGISTRATIONS KEPT SEPARATE?  YES  NO  
MATERIALS DELIVERIES KEPT SEPARATE?  YES  NO

### FLAGS/ARCH PARENT ENVELOPE

CHECKS PAYABLE TO: JANIE HOWARD WILSON ELEMENTARY  
THIS EVENT IS BEING HELD TO SUPPORT:  
**STUDENT INCENTIVES**  
FRIENDS & FAMILY COLOR CLUB? .....  YES  NO  
OPEN TO ADD'L FAMILY & COMMUNITY .....  YES  NO

RENTING FLAGS AT EVENT (\$150) .....  YES  NO  
RENTING ARCH AT EVENT (\$150) .....  YES  NO  
RENTING FLAGS/ARCH AT EVENT (\$250) .....  YES  NO  
FEES APPLY .....  YES  NO  
 REP PROVIDES  TERRITORY OWNER PROVIDES  SAT PROVIDES

NOTE: SORT DELIVERIES BY:  TEACHER  ALPHA STUDENT LAST NAME

**70% PROFIT IF OVER \$12,500 • 60% PROFIT FOR \$7,500 - \$12,499**  
**50% PROFIT IF UNDER \$7,500**  
\$30 REGISTRATION FEE INCLUDES 1 COLOR-A-THON T-SHIRT (CHARGED TO GROUP AT \$3.00 EACH) & 1 COLOR PACK PROVIDED BY SCHOOL-A-THON

Rep Signature \_\_\_\_\_

Sponsor Signature Betty Finnell  
*NET 14 Days from invoice date.*

I, the sponsor, have read the 2nd page of this reservation form and agree to the terms.

# INTERNAL ACCOUNT - DEPOSIT & PURCHASING REPORT

G/L Account Number 891-9800-510-1401-40011 School/Dept. Name: Janie Howard Wilson

Internal Account Name PTO Date: 2021-22

User's Name	Date	Merchant's Name	Description of Purchase	PO or Invoice # (or Card Number (Last 4 digits))	Dollar Amount of Purchase
	<b>1-Jul</b>	<b>BALANCE</b>	<b>Forwarding Balance from 2020-21</b>		<b>\$ 46.49</b>
C. Donaldson	1-Oct	DEPOSIT	2021-22 PTO Membership fees	DEPOSIT	\$ 225.00
C. Donaldson	19-Oct	DEPOSIT	2021-22 PTO Membership fees	DEPOSIT	\$ 5.00
C. Donaldson	29-Oct	DEPOSIT	Fall Carnival Photo Fundraiser	DEPOSIT	\$ 480.00
A. Medina	29-Oct	Hungry Howies	Lunch for Fall Carnival volunteers	CC #7064	\$ (108.87)
B. Finnell	2-Nov	Walgreens	Payment for Fall Carnival Photos	CC #8099	\$ (25.15)
C. Donaldson	4-Nov	Obeliz Cortes	Refund for Fall Carnival Photo	Ck Request	\$ (5.00)
B. Finnell	4-Nov	Walmart	Food & paper goods for Nov "Teacher Treats	CC #8099	\$ (87.28)
DEPOSIT	19-Nov	DEPOSIT	Anonymous Donation to PTO	DEPOSIT	\$ 100.00
B. Finnell	13-Dec	Walmart	Tablet purchase for attendance incentive	CC #7064	\$ (59.00)
B. Finnell	13-Dec	Walmart	Tablet purchase for attendance incentive	CC #7064	\$ (59.00)
<b>Total</b>					<b>\$ 512.19</b>