

Memo: PTO Chairs/Co-chairs support

Re: events/fundraisers

Dear Chairs/Co-chairs,

Thank you for all your hard work and devotion to the many activities & fundraisers organized through Saint Theresa School's PTO. You are a vital to the success of each and every program!

In order to ensure that you receive the appropriate support you need, please adhere to the following requests:

- 1) Attend at least one PTO meeting prior to your event/fundraiser or forward the info to Danielle Tedesco via e-mail [dmthmt@wmconnect.com](mailto:dmthmt@wmconnect.com) to share any concerns or barriers to success.
- 2) Contact Lisa Rohrer for any financial questions 732-5127
- 3) Share your experience following the event/fundraiser by attending the next PTO meeting or contacting Danielle Tedesco 712-0897
- 4) Send any flyer requests to the office via hard copy at least 1 week prior to distribution. Please alert them to any special requests.
- 5) Utilize the donation letter template for any donations solicited for your event/fundraiser. (will be placed on the website under e-envelopes)
- 6) Utilize the volunteer list (if available) & contact every person on the list. The best way to get folks involved is to give them the opportunity to participate in events.
- 7) Please send in receipts for reimbursements to Lisa Rohrer within 2 weeks of any event.
- 8) Call a PTO Officer if you have any difficulties whatsoever! That's what we are here for 😊

Thank you!!!!

Danielle M. Tedesco