

SWEENEY PTO SCHOOL SUPPLIES COMMITTEE PROCEDURES

The PTO donates disinfecting wipes, tissues, dry erase markers and hand sanitizer to all of Sweeney's classrooms twice a year, in August/September and in January/February. The supplies are ordered online or via fax at Sam's Club in Shakopee. Sam's puts the order together for your pick up in 1-2 days. The pickup takes two large vehicles, as it is about two pallets of supplies. A pickup truck is handy, as Sam's can drop the pallet onto the bed. **While this takes volunteers that have access to trucks or trailers, One thought would be to check with the custodians next time around to see if all the supplies can be delivered directly to school instead and save a huge amount of time. That being said, I'm not sure the Sweeney PTO Card can be used for online orders so an individual card may need to be used and then get a check written directly to you.**

APPROXIMATE TIME for per distribution:

All Volunteers: remember to keep track of your volunteer time (driving, admin, delivering, etc.) and email it to Julee Gessinger (jgessing@shakopee.k12.mn.us) or log in your time on Sweeney's website under Parents/Students, Volunteer Opportunities, then click Help Counter (<http://www.shakopee.k12.mn.us/domain/196>).

1-2 hours of admin (survey, emails, orders)

1-2 hours to pickup and pay at Sam's and deliver to classrooms

VOLUNTEERS: Contact Isaac Smith: ismith@shakopee.k12.mn.us who is the Sweeney Student Council advisor and set up a date and time for the student council members to come to the cafeteria and start delivering the supplies to the teacher's classrooms.

BUDGET: Confirm the budget with the treasurer. The treasurer can write a check to Sam's Club or you can be reimbursed. The 2015 Chairperson suggests getting a check ahead of time.

In early May and early December an email survey composed by the chairperson is sent by one of the office assistants to all Certified Staff at Sweeney (with Principal's approval of the email). The survey (Google) asks teachers. 1) Teacher Name 2) Classroom 3) Items you need 4) How many?

SAM'S CLUB: email the PTO for the Sam's Club website login and password, as well as for the membership card. Confirm with Sam's Club in Shakopee that they will accept a third party check from the PTO to Sam's Club. If they will not, contact the PTO about method of payment as it will be at least \$2,000.

ORDERING: www.samsclub.com, Click and Pull, Shakopee Sam's Club. Past orders should show the items and preferred brands.

Dry Erase Markers: Sam's Club probably won't have enough to cover the whole order, therefore to prevent a second trip, call a week or two prior to let them know of your upcoming order so that they can get more markers in time.

PICKUP: go to the customer service desk. Confirm Sam's Club does not charge tax.

CORRESPONDING EXCEL SPREADSHEET:(In the future I would just ask the teachers what their needs are and how many of the items they need) From past experience many teachers really just wanted black Expo markers. I would try it without using these ratios provided below.

RATIOS: In the spreadsheet you will find the ratios of each item. As of January 2016: Wipes 1 can/4kids, Kleenexes 1 box/2 kids, Markers 1.5 box/25 kids, Sanitizer 1/class.

DELIVERY: Contact Sweeney's office/principal to confirm the delivery date and time, you may need to talk to the custodian as well. If delivering in the evening, confirm with the head custodian the school will be open and available. You can also ask to use their dollies. Include a short note (including the teacher's name or room name, i.e. Lunchroom, Office Staff, etc.) for each class's delivery so they know they are School Supplies (*see below). Deliver the supplies to each room, leaving them either near the teacher's desk or outside their door where it is easily spotted. Any extra supplies can usually be left in the Teachers Lounge, marked as such (email the office so that someone knows the extra supplies are there). Bring a copy of the spreadsheet or other documentation noting class quantities for each volunteer at the time of delivery.

**Example:*

Hello, Sweeney Teachers! Here are your School Supplies from the Sweeney PTO. Thank you for all you do every single day for our kids! If you have any questions or suggestions please let us know, we would love to hear from you.

Sincerely,

Sweeney PTO

sweeneyelempto@gmail.com

We know our volunteers are responsible and respectful, but please be sure to return the dollies to the custodian on duty and keep Sweeney as clean as possible. The custodian can direct you to the trash and cardboard recycling bins.

Volunteers: see page 1.

Prepare and mail thank you notes for all donations.

Expenses: please turn in your expenses as soon as possible to the PTO Treasurer for reimbursement.

Please feel free to modify these procedures as you see fit, as it will benefit future chairpersons to know what works best.

Thank you for volunteering through the PTO! Volunteers make our projects happen.