

Sweeney PTO Sweeney Directory Committee Procedures

Please contact the PTO (SweeneyElemPTO@gmail.com) for the binder with Sweeney Directory procedures and notes.

Volunteers: remember to keep track of your volunteer time 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>). Chairperson may want to bring a simple form to the event for volunteers to jot down their names, email and time.

Expenses: as soon as possible give all expenses to the PTO Treasurer for reimbursement.

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