

## **Sweeney PTO Gingerbread Night Committee Procedures**

Please contact the PTO ([SweeneyElemPTO@gmail.com](mailto:SweeneyElemPTO@gmail.com)) for the binder with Gingerbread Night procedures and notes.

### **FLYER PROCEDURE AND DEADLINES**

You will need FOUR WEEKS and be aware of days central duplicating or school may be closed (Thanksgiving break). They need two full days to complete a work order Central Dup needs two full days to complete a work order; drop off/pick up at Sweeney occurs once a day in the morning..

Thursday 11/10/16

Email the text in MS Word (not a pdf) to Spanish Liason for translating, please allow at least 1 week to complete

Thursday 1 week later 11/17/16

Spanish Translation Complete

Friday or Monday 11/18 or 11/21/16

complete the Work Order Form for Central Duplicating (see sample below) for both English and Spanish versions

Wednesday 11/23/16 (DAY BEFORE THXGIV, contact Dar at Sweeney to see if she needs extra time)

copies delivered to Sweeney for Dar to sort

Monday 11/28/16

in Red Folder 2 weeks prior to event (12/9/16, CONFIRM DATE WITH PTO)

Volunteers: remember to keep track of your volunteer time and email it to Julee Gessinger ([jgessing@shakopee.k12.mn.us](mailto: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.

Prepare and mail thank you notes for all donations.

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

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

Forms available in teachers' lounge or  
central dup. in central Family center.  
**SHAKOPEE**

**SWEENEY**

Work order form

NOTICE  
WARNING CONCERNING COPYRIGHT RESTRICTIONS  
THE MAKING OF COPIES ON THE DISTRICT PRINTING MACHINE  
MAY BE SUBJECT TO THE COPYRIGHT LAW

SCHOOL CODE 860 DEPT. OR GRADE CODE PTO

NAME: \_\_\_\_\_

DEPT. OR GRADE LEVEL: \_\_\_\_\_ BUILDING: Sweeney

DATE SENT: \_\_\_\_\_ DATE NEEDED: Wed

TOTAL ORIGINALS SENT: \_\_\_\_\_

TOTAL COPIES EACH ORIGINAL: (Round up to multiple of 25)

BACK TO BACK: YES \_\_\_\_\_ NO \_\_\_\_\_ COLLATE: YES  NO

STAPLE: CORNER \_\_\_\_\_ STITCH \_\_\_\_\_ CENTER STITCH \_\_\_\_\_

FOLD: SINGLE \_\_\_\_\_ PARALLEL LETTER \_\_\_\_\_ ACCORDION \_\_\_\_\_

PERFECT BINDING \_\_\_\_\_ 3 HOLE PUNCH \_\_\_\_\_

COLOR PAPER: YES  NO \_\_\_\_\_ IF YES, EXPLAIN Neon Green

SPECIAL INSTRUCTIONS:

For Red folders on Monday  
Include your contact info for potential questions  
Note if there is a corresp. Spanish version.

TOTAL RUN: \_\_\_\_\_ AMOUNT: \_\_\_\_\_