

Central Middle School

500 E. 9<sup>th</sup> Street  
Edmond, OK 73034

Central Middle  
School Parent-  
Teacher  
Organization,  
Inc.

Manual

Updated 3.4.26

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# Introduction

This manual has been created to help all future PTO volunteers. It is to be used as a reference but not as a tool against common sense or the will of the current PTO members.

# Official Documents

The Central Middle School Parent-Teacher Organization, Inc. (PTO) was originally incorporated in 1995 but later amended in 2009. Both filings were done with the Oklahoma Secretary of State. The PTO is a Not-For-Profit Organization. See *Appendix A* for copies of all filings.

# Parliamentary Voting

PTO meetings will be held on a regular basis (monthly, quarterly, etc.). The meetings will be held according to Robert's Rules of Order.

- The President calls the Meeting to Order and an Agenda is presented.
- The Secretary of the PTO records the minutes from all meetings.
- As items are proposed and discussed one member declaring, "Motion" and a second member "Seconding the Motion" can carry them forward for action. At this point, the PTO can vote to move on the action or declare it failed. If the action is to be discussed an upcoming meeting, the motion is tabled.

## Bylaws

Bylaws changes must be presented to the PTO members 30 days before voting will be held. Then, the bylaws must be presented at a general meeting and shall be adopted upon approval by a two-thirds majority vote of the PTO organization members present at the meeting.

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# Board Members

Board Members are elected on an annual basis, usually in April of the previous school year.

## *President*

The President of the PTO is an elected position. The person serving as President should hold many characteristics that are not limited to:

- Willingness and desire to serve the PTO, the school and ultimately the students for the duration of the elected time frame
- Have a complete understanding of the PTO's mission
- Good listening skills
- Ability and willingness to delegate
- Effective communication skills

The President is responsible for heading up regular PTO meetings and working with the Administration of the school to achieve desired goals.

Tasks:

- Prepare for and lead executive board meetings
- Prepare for and lead PTO meetings
- Review the treasurer's report
- Check-in with the Principal on a regular basis
- Sign checks
- Work various school functions: Information Day, Celebration, etc.
- Recruit new members
- Attend faculty meetings
- Coordinate Teacher Grant Requests
- Help with Socials for each grade
- ~~Assist with 8<sup>th</sup> grade breakfast and bridging ceremony~~

## *Vice-President*

The Vice-President(s) of the PTO is an elected position. The person(s) serving as Vice-President should hold many characteristics that are not limited to:

- Willingness and desire to serve the PTO, the school and ultimately the students for the duration of the elected time frame
- Have a complete understanding of the PTO's mission
- Good listening skills
- Ability and willingness to delegate
- Effective communication skills

Tasks:

- Assist the PTO President
- If the President is unable to perform their duties or is absent, the Vice-President should be able to perform those duties
- Sign checks
- Provide gifts/lunch for staff and administration's weeks/days

### ***Secretary***

The Secretary of the PTO is an elected position. The person serving as the Secretary should hold many characteristics that are not limited to:

- Willingness and desire to serve the PTO, the school and ultimately the students for the duration of the elected time frame
- Have a complete understanding of the PTO's mission
- Good listening skills
- Strong organizational skills
- Good computer skills

Tasks:

- Creating meeting minutes
- Presenting previous meeting's minutes
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTO meeting
- Provide digital copy of notes for PTO website
- Manage ~~communications and marketing e-mail~~ for the PTO
- See *Communication* for additional information.

### ***Treasurer / Co-treasurer***

The Treasurer of the PTO is an elected position. The person serving as the Treasurer should hold many characteristics that are not limited to:

- Willingness and desire to serve the PTO, the school and ultimately the students for the duration of the elected time frame
- Have a complete understanding of the PTO's mission
- Good listening skills
- Strong organizational skills
- Computer literate in Excel or Quicken
- Appreciation of a balanced budget
- Ability to follow and maintain a paper trail
- Trust-worthy

Tasks:

- Maintain bank records, reimbursements and monthly reports
- Provide petty cash, as needed for PTO functions
- Pay invoices as they are approved and presented
- Complete annual IRS tax return
- Renew Incorporation with the state of Oklahoma
- Make deposits in a timely fashion
- Sign checks
- File sales tax with the state twice a year

# Communication

Communication within the PTO is crucial to a smooth working organization. Communication to the administration, staff, teachers, students and parents is imperative! The PTO has several avenues of communication available to use.

## *Facebook/Instagram*

The Central Middle School PTO Facebook page is Central Middle School PTO. The page should be updated weekly with special thoughts, activities, notices, announcements, etc. If the page is used often parents and students will know where to go to access information.

## *Website*

The Central Middle School PTO's website can be found at [www.centralmiddleschoolpto.com](http://www.centralmiddleschoolpto.com). This page should be maintained often with new and exciting information, including any spirit wear options for purchase, donation requests, monthly calendar of events, etc.

## *Remind*

~~The PTO has access to the remind account. Any parent or student can sign up by texting 81010 @cenpto via the Remind app. Remind is used to literally remind parents and students of upcoming events, i.e. "Tomorrow is Tiger Pizza — be sure to bring your money!"~~

## *Email/Newsletters/Texts*

~~The PTO should distribute a monthly newsletter to all members, students and parents of Central Middle School. The email list is obtained by parents desire to receive email communication from the PTO. PTO communication will be e-mailed by the principal, put in his/her newsletter, and/or sent out through text.~~

# Accounting Procedures

As the PTO funds many projects, grants and special occasions, it is very important that all account be kept clean, easy to follow and working with a clear paper trail. To accomplish this need, there are forms and approvals in place that should be completed as instructed. See *Appendix B* for Accounting Forms.

## *Reimbursement / Purchase Requests*

Any reimbursement and or purchase have to be approved by the PTO *before* the purchase is made. A “Check Request/Reimbursement Form” is to be completed and turned in to the treasurer for processing.

Please keep in mind that the PTO is a 501c(3) entity and is exempt from paying sales tax. Be sure to inquire about the necessary documentation to receive a purchase tax-free.

Any invoice for payment or reimbursement is to be attached to the form. The Treasurer can only pay from a provided invoice, a statement will not suffice.

## *Cash Count Form*

After an event has been held for the benefit of the PTO, a Cash Count Form is to be completed and returned to the Treasurer.

The form is self-explanatory. Please keep in mind that the petty cash should be held separate, accounted for and returned to the Treasurer as soon as the event is completed.

All cash needs to be counted by two individuals and signed for accordingly.

## Checks

All checks must be signed by two people on the bank account. This can be the president, vice president, treasurer, or co-treasurer. A person cannot sign their own check for reimbursement.

# Events

The PTO is responsible for many events that take place at the school.

## *5<sup>th</sup> Grade Parent Night*

The feeder elementary schools and their parents come to visit Central Middle School to get acquainted with what will be their new school home for the next three years. ~~The PTO provides cookies, punch and friendly smiles.~~

What works:

What doesn't work:

## *6<sup>th</sup> Grade Social*

The 6<sup>th</sup> Grade Social ~~usually takes place in September to provide~~ provides the kids with the opportunity to get to know one another. The PTO provides volunteers, food, music, games, decorations and prizes for events held within the social. The social is held right after school from 2:40-4:00. There is a low price charged to each 6<sup>th</sup> grader who wishes to attend.

What works:

What doesn't work:

## *7<sup>th</sup> Grade Social*

The 7<sup>th</sup> Grade Social ~~usually~~ takes place ~~in January~~ after school from 2:40-4:00. The PTO provides volunteers, food, music, games, decorations and prizes for events held within the social. There is a low price charged to each 7<sup>th</sup> grade that wishes to attend.

What works:

What doesn't work:

## *8<sup>th</sup> Grade Social*

The 8<sup>th</sup> Grade Social usually takes place ~~in May on the last day of school during school from noon—2:15.~~ The PTO provides volunteers, food, music, games, decorations and prizes for events held within the social. This event is free to all 8<sup>th</sup> graders.

What works:

What doesn't work:

## ~~*8<sup>th</sup> Bridging Ceremony Breakfast*~~

~~On the last day of school, the 8<sup>th</sup> graders attend a bridging ceremony as they prepare to go to high school. The ceremony commemorates the hard work and growth that they have achieved through their middle school years. The PTO hosts a breakfast before the ceremony begins. This event is free to all 8<sup>th</sup> graders and the food is provided by donations.~~

~~What works:~~

~~What doesn't work:~~

### ~~Box Tops~~

~~Twice a year, the PTO collects Box Tops. The box tops usually have a \$0.10 redemption rate. When collections are made, it is a great idea to offer some form of competition with who or which class can collect the most. Rewards for the most, should be nice but inexpensive (100 Box Tops are needed to make \$10).~~

~~What works:~~

~~What doesn't work:~~

### ~~Central Celebration~~

~~Central Celebration started in the fall of 2016 and is an annual event for the entire school. The event is not only fun for those that attend, but is also a fundraiser for the PTO. Since the inception of this annual event, it has grown considerably and has room to grow even bigger. The event is held in November after school hours from 5:30—9:00. There are performances by the band, choir and musical productions while the PTO sells spirit wear/gear. The library is transformed into a holiday boutique with vendors providing gift shopping for the attendees. The event also hosts food vendors and activities for the kids to enjoy.~~

#### ~~Holiday Boutiques~~

- ~~• The PTO charges a vendor fee of \$40 for each table rented to a local vendor.~~
- ~~• It is best suited to not have duplicate product vendors.~~
- ~~• It is desired to have local artists as primary vendors.~~
- ~~• In the event that the Boutiques run out of space, the halls to the library or the gym should be available.~~

#### ~~Food Vendors~~

- ~~• Food Trucks are welcome to reserve a spot. It is recommended that they pay an up front fee, as promises for a donation to the school are rather vague and hard to collect.~~
- ~~• Food Trucks should not be duplicated by type of food (ie only one BBQ, Snow Cone, etc)~~
- ~~• The PTO has a great relationship with Chick Fil A. In the past (which is not indicative of future actions) they have donated chicken sandwiches.~~
- ~~• The PTO sells sodas and chips.~~

~~What works:~~

~~What doesn't work:~~

- ~~• The Fall of 2017 provided event hours of 5:00-7:00. The time frame was too short.~~
- ~~• The Fall of 2018 provided event hours of 5:00-9:00. This time frame was too long.~~

### ~~Concessions~~

~~The PTO has a great opportunity to run the CMS Concession Stand for any and all events held in the gym. These include but are not limited to volley ball/volleyball games, basketball games, weekend tournaments, Information Day, etc.~~

~~The PTO is responsible for stocking and staffing the concession stand. Please keep in mind that two people need to perform the closing event cash count. In any case, it's always fun with someone to dance with!~~

~~What works:~~

- When buying soda, keep within the Coca-Cola product. Buy plastic bottles and charge \$2 for all drinks (except for coffee and hot chocolate).
- The kids love spicy and sour food products.
- Try to have at least one protein offering (trail mix or beef jerky).
- Nachos are inexpensive and desired. Buy the large can of pre-made nacho sauce and cut it down with 1/3 of the can in water. Use a crockpot to heat and keep warm.

What doesn't work:

- Too many people in the tiny concession stand, 3 is more than plenty for most events.
- Hot dogs are not a large seller – it is recommended to only prepare 8 or less at a time.
- Chili is rarely requested.

### *Dine Out Days*

The PTO coordinates with local eateries and activity places to schedule dates and times of dining out. The vendor is kind to provide the PTO with a donation (percentage or flat fee). The PTO should promote the date and vendor.

### Previous Vendors/Activities

- Arctic Edge Ice Skating
- Cane's
- Chick-Fil-A
- City of Edmond Ice Skating at Mitch Park
- Hideaway Pizza
- Qdoba

What works:

What doesn't work:

### *Exercise Your Right to Read The PTO...*

~~What works:~~

~~What doesn't work:~~

### *Fun Food Friday*

The PTO provides the ability for the student to buy \$1-treats once a month. The PTO is responsible for the purchase of candy and snacks ~~(no drinks)~~, coordination of volunteers, selling and clean up for the event.

What works:

What doesn't work:

- The kids love spicy and sour food products.

~~Fun Run  
The PTO...~~

~~What works:  
What doesn't work:~~

~~Information Day aka Schedule Pick Up aka SPUD~~

~~Each year, before the school session begins, the school is opened for students and parents to come pick up the new year's schedule, drop off school supplies, find the student's classes, practice opening the student's locker, get acquainted with special clubs and groups, etc.~~

~~The day provides a great opportunity to the PTO by inviting new parents to join the PTO, contribute to various PTO missions and buy Spirit Wear/Gear.~~

~~What works:~~

- ~~• An organized traffic flow. Traffic should follow a path by each group ie bus schedule, cafeteria account information, PTO sign up, Spirit Wear, special clubs, etc.~~
- ~~• A checklist of places to visit – schedule pick up, locker test, etc.~~
- ~~• Signs for each group.~~

~~What doesn't work:~~

- ~~• Free-range walk-thru. This is one of the only times the PTO can meet face-to-face with parents. This meeting is imperative to getting physical help and financial contributions.~~
- ~~• Information should be presented in a summarized format. The less packets of information the better.~~

~~National Honor Society Awards Reception  
The PTO...~~

~~What works:  
What doesn't work:~~

~~Teacher Appreciation~~

~~The PTO provides the teachers and staff with an appreciation event each month (except March and December). These events are not limited to special lunches, treats or drink runs. The chair person for the Teacher Appreciation committee decides on the event type, organizes request lists, organizes volunteers, creates the set-up beforehand and the clean-up afterwards.~~

~~Appreciation is historically a large meal offering every other month, with the other month's being smaller in scale.~~

~~August/September—Teacher luncheon~~

~~October—Dinner during Parent/Teacher Conference nights~~

~~November—CMS traditionally provides pies to each teacher and staff member~~

~~December—Holiday appreciation~~

~~January~~

~~February~~

~~March~~

~~April~~

## ~~May—Week long activities and luncheon~~

What works:

- Having more than one person in charge of the event. The more the merrier to share the workload and to witness the joy on the faces of those the PTO is appreciating.

What doesn't work:

- Last minute planning.

### *Teacher Grants*

Twice a year, the teachers of CMS are invited to submit grant requests to the PTO for full or partial funding of specific supplies and/or programs. Once the grants are received a PTO/Administration committee will review each request and allocate funds as desired. Please keep in mind that just because a request has been submitted doesn't mean it will be funded. The idea is that the funds used here will benefit more than a select number of students.

### ~~*Teacher/Student Volleyball Game*~~

~~Central Middle Schools enjoys a teacher/staff vs. students volleyball game each year in the fall (usually September). The PTO participates by opening the concession stand to sell \$1 treats to all that desire a snack (no drinks). This is a very fast paced event. All students have the opportunity to visit the concession stand in about a 20-minute time frame.~~

~~What works:~~

- ~~• The kids really like sour and spicy snacks.~~

~~What doesn't work:~~

- ~~• Too many people in the concession stand. Four is the max on the front line with maybe one in the background restocking the supply table.~~

### *Tiger Awards/ Tiger Pizza*

Once a month the teachers present awards to students for acts of kindness, achievements, etc. Each child is presented with a certificate and a coupon for free Tiger Pizza/Drink. The PTO pays for the pizza and drink.

This event coincides with the PTO offering of Tiger Pizza to all students. Each student has the opportunity of purchasing a slice of pizza (or more) along with a drink during the lunch hour. The chairperson of Tiger Pizza organizes the purchase and delivery of pizza, coordinates volunteers to help set up, serve and clean up. Each child not presented a Tiger Award coupon pays a nominal fee for each slice of pizza and drink.

What works:

What doesn't work:

*~~Title I Trunk or Treat~~*

~~CMS offers a trunk or treat event for the children of the surrounding neighborhoods. This event is usually presented by the Administration but the PTO should be prepared to help in any way possible.~~

# Forms

The PTO has used many forms, handouts, pamphlets in the past. *Appendix C* is an archive of past items used. This also includes images of the logo. It is recommended to keep the branding (logo used) to the same each year. This type of advertising creates a quick awareness and lack of confusion.

# Fundraising

The PTO conducts “traditional” fundraising each year. The PTO organizes, distributes information, collects money and distributes the product for each fundraiser.

Generally, the PTO likes to offer a big fund raising item at the first of the school year in early September. It is extremely important to put all fundraising dates and vendor information on the fundraising calendar held in the main office. The past history has regrettably provided a lack of communication and therefore a duplication of type of fundraiser and crossover dates between the PTO and other groups within the school. The end result was confusion and lack of sales.

The PTO also will host an additional fundraiser in the spring (March or April). The past fundraisers have included a Fun Run and a week of in-school fun (Madness in March) where the participating student can partake in a daily treat of food or activity for the cost of a wristband.

## Fundraising Options

- Otis Spunkmeyer Cookies
- Candles
- Butter Braids
- Blue/Gold Sausage

## What works:

- All fundraising needs plenty of advertising. If the student and/or parent know about the fundraiser they will usually help out. Regrettably, if they don't know, they can't buy.

## What doesn't work:

- Selling the same product as another group within the school.
- Selling at the same time as another group within the school.
- Lack of communication with teachers and Administration.
- Lack of communication with students and parents.
- Lack of promotion of the fundraiser.

## Spirit Gear/Wear

The PTO offers a select inventory of spirit wear for the students, staff, teachers and parents to purchase. Spirit Gear/Wear is used to promote Central Middle School in a positive way. The items can be pencil small or sweatshirt large. The PTO wants each child to be proud of the time they spend at CMS.

The PTO is also responsible for coordinating and designing the Pink Out t-shirt. It should be available for purchase at Information Day.

The chairperson of Spirit Gear is responsible for the design and production of the item(s).

What works:

- Having a ready stock of various sizes available at Information Day and Central Celebration.

What doesn't work:

- Too many options.
- Not having the option to present new Spirit Gear/Wear at Information Day. If this happens again, there is no need to do Spirit G/W for the year.

## Super SAC/PAC Breakfast

The Student Advisory Committee (SAC) and Parent Advisory Committee (PAC) meet on a \_\_\_\_\_ basis. If the meeting is held at Central Middle School, the PTO coordinates food and organizes volunteers to help serve the breakfast.

# Appendix A – Organizational Documents

# Appendix B – Accounting Documents

# Appendix C – Logos, Forms and Historical Handouts