

Redwood Coast Montessori PTO Calendar

July

Dedicated Directors Team
Fiscal Year Begins

Summer PTO meeting if needed.

August

Dedicated Directors Team
Volunteer forms in parent cubbies.

Primary Event Planners

Second Saturday: Humboldt Bay Marathon Pasta Feed

Fox Trot pledge drive preparations.

Classroom Support Crew

Fourth Thursday: RCM Meet & Greet.

Promote Class Parent positions.

Gratitude Gang

Campus beautification.

First day of school community coffee.

Ice Cream Social preparations begin.

September

Dedicated Directors Team
Elect Directors, distribute by-laws.

Officers set meeting schedule for entire year. This schedule shall be distributed to the RCM PTO members by the Secretary.

Adopt a complete list of all fundraising activities for the coming year. A chair and their contact information shall be appointed for each fundraising activity.

Adopt calendar of PTO action items.

Update RCM PTO volunteer lists, and Facebook Parent Group.

Teacher stipends.

Primary Event Planners

Promote Fox Trot pledge drive.

Gratitude Gang

Second Sunday: Ice Cream Social

Classroom Support Crew

Third Thursday: Back to School Night

Class Parents coordinate classroom volunteers.

**School Event*

September 21st: UN Peace Day, Peace Day Tea

October

Dedicated Directors Team

President shall meet with administrative staff and the Vice-President shall meet with the education staff to evaluate the RCM PTO's efforts, confirm their focus, and discuss any adjustments that may be necessary.

Primary Event Planners

First Friday: Fox Trot

Second Saturday: Avenue of the Giants Marathon Pasta Feed

November

Primary Event Planners

Begin Saucy preparations.

Gratitude Gang

School Spirit Merchandise Sales

**School Event*

Second week: Veterans Day Tea

December

Primary Event Planners

Saucy preparations continue.

Gratitude Gang

Second Wednesday: Peaceful Winter Concert, cookies

January

Dedicated Directors Team

Teacher stipends.

Primary Event Planners

Fourth Saturday: Saucy!

February

Gratitude Gang

Saucy volunteer appreciation party

**School Event*

Valentines Day Tea

March

Dedicated Directors Team

President shall meet with administrative staff and the Vice-President shall meet with the education staff to evaluate the RCM PTO's efforts, confirm their focus, and discuss any adjustments that may be necessary.

The President and Vice-President shall communicate with the RCM administrative and educational staff regarding their anticipated financial needs for the following year. It is expected that administrative and educational staff shall deliver their funding requests in writing by ~~May~~ [April] 1st to enable the RCM PTO to properly plan their fundraising efforts and budget the resulting net proceeds accordingly.

Gratitude Gang

Teacher Appreciation Week

Parent Volunteer Appreciation

April

Dedicated Directors Team

Elect PTO officers: president, vice-president, secretary, and treasurer. 13 month term begins in May and ends in June.

The budget shall be placed on the agenda for the ~~May~~ [April] meeting and must be passed before the September meeting.

Primary Event Planners

Kinetic Sculpture Race planning meeting.

Fox Trot planning meeting.

**Adolescent Program Event*

First Saturday: Trivia Follies

May

Primary Event Planners (1)

First Saturday: Avenue of the Giants Marathon Pasta Feed

First Sunday: Avenue of the Giants Marathon Parking

Gratitude Gang

Second Thursday: Spring Family Potluck

*Primary Event Planners (2), *also Resource Center & Adolescent Program Event*

Fourth Saturday: Kinetic Sculpture Race at Manila Community Center

June

Classroom Support Crew

Second week: School campout

Dedicated Directors Team

Third Friday: Moving up ceremony & staff party

Before the school year ends, the officers, in concurrence with the other directors of the RCM PTO, shall evaluate the effectiveness of that year's fundraising efforts and based upon that determination, shall set a tentative fundraising schedule for the following year.

Fiscal Year Ends