

# 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.

Update 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

**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

**November**

*Primary Event Planners*

Begin Saucy preparations.

*\*School Events*

Second week: Veterans Day Tea

School Spirit Merchandise Sales (school project, not PTO)

**December**

*Primary Event Planners*

Saucy preparations continue.

**January**

*Dedicated Directors Team*

Teacher stipends.

*\*School Event*

Third week: MLK Day Peacemaker Lunch

*Primary Event Planners*

Fourth Saturday: Saucy!

**February**

*Gratitude Gang*

First Thursday: Peaceful Winter Concert, cookies

Saucy volunteer appreciation party

*\*School Event*

Valentines Day Tea

**March**

*Dedicated Directors Team*

President shall meet with administrative staff (School Board) 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 & Sunday: Avenue of the Giants Marathon Pasta Feed & (RCM Arcata leads 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