



PTSO Information Session 2023-2024

THIS IS OAKWOOD AND OAKWOOD HAS PRIDE AND A PTSO!

PTSO Board

- ▶ President – Tricia Seger
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- ▶ VP – Karie Shira (Kiel)
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- ▶ Secretary – Vanessa Blackman
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- ▶ Treasurer – Jenna Burns
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PTSO Events

- ▶ Similar to last year
 - ▶ Fundraisers include Cash Calendar, Harkins, Candy Cane Lane, Spring Carnival, Fall and Spring Book Fairs, and Jamba Juice
 - ▶ New fundraiser this year is Marquee a Birthday Wish
 - ▶ Continue using 1st Place Spiritwear as our Online Spirit Store
 - ▶ Lacking chairs/help for traditional events
- ▶ PLEASE HELP! Make sure...
 - ▶ Students are taking home all the flyers
 - ▶ Including us in parent communication

Budget Overview

- ▶ 2022/2023 Budget
 - ▶ Income - \$78,314
 - ▶ Expenses - \$77,345
 - ▶ Profit of \$968
- ▶ 2023/2024
 - ▶ Projected Expenses- \$71,060

Budget Overview

Annual expenditures

(not including costs associated with events and fundraisers)

- Accelerated Reader subscription \$4973
- Event Insurance \$850
- Communication Folders/Agendas \$2200
- Teacher Funds (direct money for classroom supplies) \$4275
- Faculty Appreciation/Teacher Conference Lunch \$4000
- PTSO Business Operations - Includes copying, tax service, credit card fees, supplies, meeting hospitality \$3885
- Student clubs/sports support \$2850
- PRIDE prizes and snacks \$1000
- SWANK license for all videos/movies shown on campus \$590

Budget Overview

- ▶ Teacher Funds
 - ▶ K-8 Teachers receive \$100 each
 - ▶ Resource, Specials teachers \$50
 - ▶ Half-time teachers \$25
- ▶ Need something? Ask!!
 - ▶ Educational programs ~ \$800
 - ▶ Science labs -\$300
 - ▶ \$150 to each club/sports team
 - ▶ Guest Speakers - \$100

Funds Requests

3 WAYS TO USE FUNDS:

- ▶ Reimbursement
 - ▶ Please ONLY include items being reimbursed on receipts!
 - ▶ Please try to reimburse within a month after purchase
 - ▶ Staff Reimbursements to be signed by either Bagwell or Graham
 - ▶ Reimbursements will be made within a MAX 2 weeks time frame
 - ▶ Request forms will be picked up by Jenna on Tuesdays and Thursdays
- ▶ Checks/Credit payments direct to Vendor
- ▶ Amazon- Contact Tricia to place an Amazon order

Funds request form

- ▶ Located in the wire basket on the end of the mailboxes

Oakwood PTSO Funds Form 2022-2023

Please attach all supporting documents including receipts, invoices, quotes, or wish lists. **IMPORTANT: Your receipt must not contain any personal items.**

Select one:

<input type="checkbox"/> Reimbursement Request	<input type="checkbox"/> Order Request/Credit Purchase	<input type="checkbox"/> Vendor Payment
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Requestors Name: _____ Phone Number: _____

Payee Name (if different): _____ Phone Number: _____

Delivery Instructions: Mailbox Direct to Vendor Mail Front Office Pick-up Other: _____

Turn over and write addresses on back if needed

Request Information:

Amount Requested: _____

Brief Description of Purpose:

(i.e. Mrs. Lastname's Classroom supplies for science project, Spelling Bee Awards, or XYZ Educational Program to be used by all 3rd Graders)

FOR PTSO Supplies/Events Please list event or account (if known): _____

Approved by: _____

Principal/Asst Principal

PTSO President

PTSO Vice President

For PTSO's Use Only:

Amount Verified

Date Paid: _____ Check #: _____ Amt Pd: \$ _____ Budget Category: _____

Other

- ▶ General Meetings – Second Tuesday every month
- ▶ Monthly Restaurant Fundraiser appearances

- ▶ How can we help you?

**What is the EASIEST way to Help
OAKWOOD??
Donate while you Shop!!**

Fry's Community Partner



Box Tops

