



# 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
  - ▶ Jenna.oakwoodptso@gmail.com 602.538.6705

# 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 |
|--|--|---|

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 3<sup>rd</sup> Graders)

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**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 <input type="checkbox"/> |
| 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**

