

**Ricardo PTO, Inc.
Handbook for Ricardo
ISD Employees**



**Effective Dates:
August 2014 – July 2015**

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Introduction

This handbook was designed to aid and help with the communications efforts between Ricardo PTO, Inc. and Ricardo ISD. The information found within the pages of the handbook have been verified by all officers of Ricardo PTO, Inc. During the school year, dates may change due to unforeseen situations. In such cases, Ricardo PTO, Inc. will communicate either through telephone or email such changes.



All About Us

Ricardo PTO, Inc. is a very dedicated organization that works hand-in-hand with the District. We help to bridge the gap between the community & the school community. You can learn more about our Organization by visiting our website (www.ricardopto.com) or by visiting our Facebook page.



2014-2015 Officers

Tracy Bru President	
Carla Cavazos-Sanchez Vice President	Jessie Rios Secretary, M.S. Rep & Fun Fest Chairman
Rosanna Arevalo Treasurer	Marla Duron Reporter & Elementary Rep



The mission of the Ricardo PTO, Inc. is to carry out activities that support, promote, provide, and enhance the educational experience of the students of Ricardo ISD. Ricardo PTO, Inc. provides support for special events and programs that are unable to be funded by other means. Ricardo PTO, Inc. also gives parents, staff, and the entire community the opportunity to work together to make Ricardo ISD an exceptional district for our students.



- Become a member. It's FREE!!! When you become a member of the PTO, you give yourself a stake in the future of the organization and its impact on the school. Members can become voting members at General Sessions and at the spring elections of board officers.
- Serve as an officer or committee chairperson. Individuals are the backbone of the PTO and fresh ideas and new faces are always appreciated!
- Provide financial support. The PTO funds many events for Ricardo ISD. Funds for these programs are always tight and direct financial contributions are always appreciated.
- Provide feedback about the PTO and the school. If there's something you'd like to say, we'd like to hear it! Comments, questions and concerns are always welcome. Don't forget to find us on Facebook!



For those who are interested, this 5-page document can be found on the Ricardo PTO, Inc. website.



Membership

Membership to Ricardo PTO, Inc. is absolutely FREE for all Ricardo ISD parents, teachers, other school employees & community members as stated in the Bylaws Article III Section 1. Teachers are automatically enrolled in the email mailing list. All other school employees wishing to become a part of email list server may send an email to ricardopto@yahoo.com. Teachers may also become voting members as stated in the Bylaws Article III Section 2. Voting members are encouraged to attend regular PTO meetings to help make decisions that will be support Ricardo ISD. If you have any additional questions about the basic membership or becoming a voting member, you may contact the Ricardo PTO, Inc. President at ricardopto@yahoo.com.



Meeting Information

Ricardo PTO, Inc. meets monthly on the second Wednesday of each month during the regular school year. The following are the tentative dates for the 2014 – 2015 School Year. Dates may be subject to change. In such instances, an email or phone call will be sent to relay change of date, time and/or location.

All meetings are held in the Ricardo ISD Cafeteria at 6pm.	
September 10, 2014	February 11, 2015
October 8, 2014	March 11, 2015
November 12, 2014	April 8, 2015
December 10, 2014	May 13, 2015
January 14, 2015	



Fun Fest

Plans for this event begin in early July and continue up until the day of Fun Fest. Fun Fest is a district-wide and PTO collaborative event that brings in 70% of the account's revenue. PTO then turns around and issues the money back into the District in the form of class activities, field trips, etc. Fun Fest activities such as the silent auction, raffle and grade level baskets are comprised from the monetary and itemized contributions from parents, teachers & community members. PTO will gladly accept any donations, items or monetary, to help aid booths. Information will be sent out via email, paper or Facebook post. Because there are many facets to Fun Fest, a timeline has been created to help you and your grade level alleviate stress, time & money.

- Raffle Tickets:

- A. Ricardo PTO's raffle is created by the donations of community members, school community members and parents.
- B. Raffle ticket sales are 60% of the money raised for Fun Fest.
- C. Our goal is for each student to sell a minimum of 2 booklets (\$10 total).
Parents may choose to purchase the booklets than sell. This is fine as well.
- D. Students wishing to sell more than 2 booklets may request additional booklets from either the Elementary secretary or Middle School secretary.
- E. Each teacher will receive a class set of booklets to pass out in September.
Teachers are not required to check tickets as they are turned in or keep record. PTO will do this.
- F. Ricardo PTO will award the top three sellers district wide. A fourth winner will be selected at a random drawing during Fun Fest. Any student who sells a minimum of 2 booklets is eligible for the drawing.

- Grade-Level Baskets: Grade levels will be chosen at random prior to the Welcome Back breakfast. Themes and the assigned grade levels can be found

under "Reproducible Forms." Basket contents will be due the first week of November to aid in the creation of the basket. Materials to create the basket such as cellophane, ribbons & bows will be supplied by PTO. Grade levels are asked to collect items and/or money during the month of October & November.

- Booths:

- A. Booth requests will be issued to grade levels during the first five weeks of the school year. These requests include request for booth type, booth activity, tables and incentives. *[A booth is identified as a sole activity in which a person can either purchase a good or service or play a game. Booths in the same grade level that have the same good, service or game presented in different ways is still considered one booth, not multiple booths.]*
- B. Each grade level identified booth has a booth incentive of \$150 per 2 teachers or \$75 for 1 teacher. The maximum number of booths allowed per grade level is 3 for a total payout of \$300 in available funds for the entire grade level for participating teachers. *Exception: Teachers who work the enchilada dinner and indoor dessert table have an automatic fund of \$75 each. Please see *Distribution of Funds* for more information about timelines.*
- C. Office employees and group sponsors are encouraged to request for a booth as well.
- D. Office and group booths have an incentive of half the amount raised **AFTER** any additional cost(s) has been subtracted. Because of the limited number of employees for both office staff and groups, the maximum number of booths allowed is 1. **Only** sponsors and office personnel are allowed to oversee the booth. Sponsors and office personnel who will not be able to attend Fun Fest will not be allowed to set up a booth. Please notify Ricardo PTO, Inc. as soon as possible. Please see *Distribution of Funds* for more information about timelines.
- E. Volunteers for each booth are chosen at the discretion of the grade level teachers or group sponsors. During the month of October, Ricardo PTO will

send out an email asking if volunteers are needed to fill in any empty time slots. In the event that additional help is needed, please make sure you respond in a timely manner. Volunteers will be on a first come, first serve basis. Teachers are also asked to work with each other and give each other some time to enjoy the Fun Fest activities with their families. Teachers will be responsible for signing the volunteer sheet for any transfer family needing appropriate time.

- F. If you have any questions, comments or concerns, you are encouraged to attend a PTO meeting prior to Fun Fest or email Ricardo PTO (ricardopto@yahoo.com).

Box Tops for Education

Box Tops for Education has helped America's schools earn over \$525 million since 1996. You can earn cash for Ricardo ISD by clipping Box Tops coupons from hundreds of participating products. Box Tops also offers easy ways to earn even more cash for your school by purchasing items online or booking hotels/motels online. Visit www.boxtops4education.com. You will need to register, but it's FREE!

PTO hosts a District wide competition during the months of January and February. The grade level that wins in the RES and RMS receive prizes at the discretion of the principals and Ricardo PTO, Inc.

A proposal is given at the February PTO meeting on where the profits should be spent at.

Pie & Cheesecake Sale

The Pie & Cheesecake Sale is held during the months of March and April. Ricardo PTO, Inc. encourages all students to sell as many items as possible. The profit from the sale varies from year to year. After the sale, we encourage suggestions from

students and employees for the use of profits. A final proposal is held during the May PTO meeting.

School Toolboxes

PTO in collaboration with the RISD teachers and the School Toolbox Company sells school toolboxes during the months of April through August. The school toolboxes are the supplies, as well as backpacks, needed for the students' next grade level all packaged in one. Beginning this past school year, the school toolboxes were delivered directly to the students' homes free of charge, pending a minimum sale of \$25.



The distribution of funds for the 2014-2015 school year will be tentatively:

<u>Activity</u>	<u>Activity Date</u>	<u>Distribution Date</u>
Fun Fest ^A	3rd Friday of November	January PTO Meeting
Box Tops ^B	January/February	March PTO Meeting
Pies & Cheesecakes ^C	March/April	May PTO Meeting
School Toolboxes ^D	April - August	September PTO Meeting

A : Beginning August 2014 PTO will require receipts from all money spent from all Fun Fest profits. Ricardo PTO Inc. will also award each grade level a minimum of \$10 per student per grade level. The number of students will be determined by the first Tuesday from the return of the Winter Vacation Break.

B-D: Ricardo employees are encouraged to attend the meeting to give feedback on where profits will be distributed.



Grade Level Accounts

Grade level accounts will be monitored by Ricardo PTO, Inc. Purchase Orders will no longer need to be submitted to Ricardo ISD for purchase of items. The reproducible forms are the only items needed for submission to Ricardo PTO, Inc. Please make sure you use the correct form and have the needed signatures.

Grade levels will have access to accounts via an online server to keep updated of the balance. Money will be carried over from one school year to the next. All grade levels will begin with a \$200 balance as of August 25, 2014. Once profits from Fun Fest have been calculated, a second deposit will be made. This deposit will include the deduction of August's \$200 deposit.

In order to receive items in a timely manner, the following schedule has been created for stress-free ordering. This time line includes checks needed for field trips.

If you require your merchandise by.....	Order by.....
By mid-September	The last week of August
By mid-October	The last week of September
By mid-November	The last week of October
For Christmas/Winter incentives	Before you leave for Thanksgiving break
For Valentine's Day	Before you leave for Livestock Show break
By mid-March	The last week of February
For Easter/mid-April	The last week of March
By mid-May	The last week of April
The last week of school	Mid-May



2014 Fun Fest Grade Level Baskets

Which Grade Level Will Earn This Year's Bragging Rights & Incentive????

Grade Level	Theme	2013 Profit	Possible Contents
Pre-K	Chocolate Lovers Delight	\$248	chocolate fountain, candy, mixes, scented stationary
Kinder	Disney		memorabilia; think Disney store; have also seen Mickey shaped waffle maker, snow globes, etc
1st	Dallas Cowboys	\$311	t-shirts, caps, posters, other memorabilia; think bigger - wooden ice chest; gift card to NFL store
2nd	Javelina Nation	\$676	Nation = TAMUK & Texas A&I; think current bookstore as well as the alumni center across the stadium
3rd	Baking	\$308	stand mixer, cake pans, cupcake pans, etc
4th	Texas A&M Aggies	\$142	t-shirts, caps, posters, other memorabilia game day items
5th	Camping	\$242	tent, fan, sleeping bag, chairs, flashlights, lanterns
6th	University of TX Longhorns	\$237	t-shirts, caps, posters, other memorabilia game day items
7th	San Antonio Spurs		NBA Champions memorabilia, game day items such as cooler, NBA store gift card
8th	Hunting	\$673	camouflage gear, scopes, cleaners, Academy gift card
Admin & Sp Pops	Fishing	\$299	fishing poles, lure, line, tackle box, net, Academy gift card

*Remember items that are illegal to bring on to school grounds such as guns, knives, etc are not allowed inside grade level baskets.

Example For Grade Levels: Grade levels with at least 68 students may want to ask students for a donation of \$5 each. This will bring in \$340 to purchase items with. Think about how much more attention your basket will receive with large items vs. a basket of small items.

Ideas to keep in mind:

- The Peddler Show usually returns to Robstown 2 weeks prior to Fun Fest. Use money to purchase items that cannot be found elsewhere! Some vendors have been known to drop the tax, add items, etc when told it's for fundraising.
- Ask about community members who are designers, creators, crafters, etc. Some do not advertise their skills.
- Use social media!!! Crafters are serious negotiators close to the holidays!

Dear Parents/Guardians,

Fun Fest is 2 months away and we already have begun our grade level preparations. For those new to Ricardo ISD or have never attended, Fun Fest is a PTO/District fall carnival.

Grade levels, staff & administration run many game & food booths for all age groups. Fun Fest is also the place to come by and buy a plate of Ricardo's famous enchiladas. We hope everyone can attend. **This year Fun Fest will be held on Friday, November 14th.**

During the month of September we will be collecting items for our grade level donation basket. This year our theme is _____. We are asking each student to bring in one item or make a monetary contribution of \$3-\$5 to make our basket AWESOME!! Ideas for basket items include _____. We will purchase items with any money donated. The more items/money we receive, the larger the basket, the more interest this sparks, the more money that is made!!! We will accept donations beginning tomorrow until Thursday, October 3rd.

During the month of September we will be asking students to sell raffle tickets and send in donations for our booths. Remember all proceeds from Fun Fest help fund our field trips & grade level necessities. So it is very important we try to help make Fun Fest successful.

If you are interested in PTO, please visit their website (www.ricardopto.com), Facebook page, or come to the next meeting. You can also find the PTO link on our District website.

If you have any questions, comments or concerns, please contact us to help in any way we can. Let's help make this year's Fun Fest a successful night to remember!

Sincerely,

Teacher: _____ **Grade Level:** _____

Fun Fest Volunteer Sign Up Form

Time Assigned	Volunteer 1	Volunteer 2
5:30 – 6:00		
6:00 – 6:30		
6:30 – 7:00		
7:00 – 7:30		
7:30 – 8:00		
8:00 – 8:30		
8:30 – 9:00		

Volunteers for Preparation:

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**

Ricardo PTO, Inc. Online Technology Order Form

Grade Level / Organization			
Contact Person		Phone Number to Be Reached At	

Distributor		Website	
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Item Number	Item Description	Price Each	Qty	Total
			Total	\$

Purpose for Purchase:

Teacher Signature: _____ Date: _____

Teacher Signature: _____

Teacher Signature: _____

Teacher Signature: _____

Principal Signature: _____ Date: _____

Technology Director Signature: _____ Date: _____

-----PTO Use Only-----

Date Received: _____ Received By: _____

Order Placed By: _____ Date Placed: _____

Ricardo PTO, Inc. Direct Vendor/Store Order Form

Grade Level / Organization			
Contact Person		Phone Number to Be Reached At	

Vendor/Store				
Item	Dept Item Found	Price Each	Qty	Total
			Total	\$

Purpose for Purchase:

Teacher Signature: _____ Date: _____

Teacher Signature: _____

Teacher Signature: _____

Teacher Signature: _____

-----PTO Use Only-----

Date Received: _____ Received By: _____

Order Placed By: _____ Date Placed: _____

Ricardo PTO, Inc.
Direct Vendor/Store Technology Order Form

Grade Level / Organization			
Contact Person		Phone Number to Be Reached At	

Vendor/Store				
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Item	Dept Item Found	Price Each	Qty	Total
			Total	\$

Purpose for Purchase:

Teacher Signature: _____ Date: _____

Teacher Signature: _____

Teacher Signature: _____

Teacher Signature: _____

Principal Signature: _____ Date: _____

Technology Director Signature: _____ Date: _____

-----PTO Use Only-----

Date Received: _____ Received By: _____

Order Placed By: _____ Date Placed: _____