

STANLEY SWITLIK ELEMENTARY
PTO MEETING
DECEMBER 9th, 2020 at 5:30 PM – VIRTUAL MEETING

-The meeting was called to order at 5:59 PM

-Our pocket hand sanitizer fundraiser is ready to roll out. We have created a flyer to distribute with a picture of the hand sanitizer bottle with the Stanley Switlik Elementary logo on it. It also has a carabiner to hook on to backpacks or lunch boxes.

We are selling these for \$5 each or 5 for \$20. We are looking to have cashless sales, so all sales are available through the Square website.

(shop-co-switlikpto.square.site) We will send that link separately to share on Dojo, the school website, and Facebook.

-Ashley Keeney presented her screen and explains how to use the website and place an order.

-On the Home page you can simply make a donation and also join our email list for more PTO information.

-On the Shop Now page you have just these 3 options. Make a donation and not purchase anything, a Set of 5 for \$20, or a single bottle if you prefer.

-There are a few fields required for more organized packaging:

Student Name, Grade Level and Teacher's Name

We need this information so we know who is getting what, and so that the orders can be easily packaged up, sent to the school, and home before Christmas.

-You then add it to the cart.

-The Check Out screen is where you enter your credit card information which will feed the orders into our Square account.

We can then track orders and mark as completed when we package them up. Then we will transfer the funds to our bank account.

-We would like to now have our flyer approved to be posted so we can start fulfilling orders. We would like to have everything packaged by 12/17 and delivered to the school for distribution to the classrooms. Our contact information is on Square. If we need to make a delivery before 12/18, we are happy to make arrangements. There are no shipping options available.

-Come January, after everyone is back at school, we plan to do another round of sales. We ordered 1,000 pieces, so we will keep doing it until we are out of them.

-The Hand Sanitizer Fundraiser flyer was approved to go out in English and Spanish.

-We have contacted the Team Leaders and they have responded with their team wish lists for extra supplies. Now that we are getting the ball rolling on the hand sanitizer fundraiser, we would like to organize and kick off the wish list fundraiser in January. It will most likely be done in a similar fashion as far as a flyer being sent out so that the community can be involved in this process, and help contribute in any way.

-The project of cleaning out the PTO closet has now been postponed until January.

-The meeting was adjourned at 6:13 PM