



**Sunrise**  
Middle School  
**PTO**

**Aug. 13<sup>th</sup>,  
2024 PTO  
Meeting**

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# Agenda

Topic	Presenters	Estimated Time
1. Introductions	All	5 min.
2. Step It Up! Overview / Q & A	Jason Markus	25 min.
3. Principal's Report	Greg Martin	10 min.
4. Teacher Representative's Report	Cae Collmar	5 min.
5. Officers' Reports	Sandy Lê-Giguère, Amanda Watsky, Sadhana Nigro	15 min.
6. Old Business	Ann Kool + open to participants	10 min.
7. New Business	Ann Kool + open to participants	5 min.
8. Upcoming Events	Sandy Lê-Giguère	2 min.
9. Adjournment		1 min.

# Summary of Decisions/Approvals/Support

Step It Up!	Spirit Gear	Budget	STUGO
<ul style="list-style-type: none"> <li>Finalize time for kickoff assembly on 10/22/24 - one schoolwide assembly from 1:50 to 2:40 PM?</li> </ul>	<ul style="list-style-type: none"> <li>Look into a company that can create additional SRMS spirit gear               <ul style="list-style-type: none"> <li>Cleats Sports sells a few items, but this particular staff member would like more creative spirit gear (fun items, sparkly logos, etc.)</li> <li>Perhaps Cleats could design some new items for us?</li> <li>New staff members and the rest of the SRMS community would also be interested in additional gear</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Do we want to add a budget line item for PBIS store? If yes, how much do we divert and from where? Or do we add the budget line item pending how well we do with Step It Up?</li> </ul>	<ul style="list-style-type: none"> <li>Solidify dates for dances:               <ul style="list-style-type: none"> <li>7<sup>th</sup> &amp; 8<sup>th</sup> grade dance in Dec.</li> <li>8<sup>th</sup> grade dance in May</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Decide on Day of Awesomeness option               <ul style="list-style-type: none"> <li>Inflatables</li> <li>BMX Stunt Show</li> <li>or</li> </ul> </li> <li>Alternative to Day of Awesomeness: Keep an additional 10% of the Total Funds Raised, in lieu of an event</li> </ul>		<ul style="list-style-type: none"> <li>Do we want to create a cushion (\$5,000) in Savings for years when fundraising is low (like 2023-2024)? Can add to it slowly over time with any excess left over at the end of the year OR, depending on how Step It Up does, add it all at once. Currently, there is \$25 in Savings that must stay there in order for our accounts to be free of charge.</li> </ul>	<ul style="list-style-type: none"> <li>Decide admission fee (\$5.00?) for Dec. dance</li> </ul>
Due 8/14/24: <ul style="list-style-type: none"> <li>Google Form - Step It Up! 2024 info.</li> <li>Teacher list: Email a list of all homeroom teachers (or 1<sup>st</sup> Period, Advisory, etc.) and total number of students in each class (Excel format)</li> </ul>			<ul style="list-style-type: none"> <li>Get approval on providing food for 8<sup>th</sup> grade dance</li> </ul>
<ul style="list-style-type: none"> <li>Distribute Golden Ticket and Week of Wow prizes from 10/23-10/25 (3-5 volunteers and 90 minutes/day)</li> <li>School and/or PTO will need to provide minimum of 12 adult volunteers to assist on the 11/19/24 Day of Awesomeness</li> </ul>			<ul style="list-style-type: none"> <li>Fundraiser idea for STUGO: Get approval to sell water, snacks, and/or grab-and-go meals at home games</li> </ul>
<ul style="list-style-type: none"> <li>Find out if school or district requires being added as Additional Insured to Step It Up's insurance policy</li> </ul>			

# Introductions



# Step It Up! Overview / Q & A

Highlights	Profit	Decisions/Approvals/Support Needed																																																
<ul style="list-style-type: none"> <li>Work with over 100 middle schools/junior highs across Arizona</li> </ul>	<ul style="list-style-type: none"> <li>\$1 - \$29,999 raised = 40% profit to school</li> <li>\$30,000+ raised = 50% profit to school</li> </ul>	<ul style="list-style-type: none"> <li>Finalize time for kickoff assembly on 10/22/24 - one schoolwide assembly from 1:50 to 2:40 PM?</li> </ul>																																																
<ul style="list-style-type: none"> <li>Step It Up! is typically the biggest (and most successful) fundraiser of the school year</li> <li>No more "fundraising fatigue" from a bunch of small fundraisers every month</li> </ul>	<ul style="list-style-type: none"> <li>Sunrise MS has the potential to raise \$10,000 - \$20,000, based on similar schools' demographics and profits</li> </ul> <table border="1"> <thead> <tr> <th>SCHOOL</th><th>SIU! FUNDRAISER/ SCHOOL PROFIT</th><th># OF STUDENTS</th></tr> </thead> <tbody> <tr><td>1</td><td>\$ 15,002.00</td><td>550</td></tr> <tr><td>2</td><td>\$ 15,301.00</td><td>400</td></tr> <tr><td>3</td><td>\$ 16,891.00</td><td>650</td></tr> <tr><td>4</td><td>\$ 17,839.00</td><td>800</td></tr> <tr><td>5</td><td>\$ 19,994.00</td><td>450</td></tr> <tr><td>6</td><td>\$ 23,920.00</td><td>800</td></tr> <tr><td>7</td><td>\$ 24,010.00</td><td>750</td></tr> <tr><td>8</td><td>\$ 24,558.00</td><td>1100</td></tr> <tr><td>9</td><td>\$ 27,292.00</td><td>1000</td></tr> <tr><td>10</td><td>\$ 37,001.00</td><td>550</td></tr> <tr><td>11</td><td>\$ 39,202.00</td><td>350</td></tr> <tr><td>12</td><td>\$ 39,909.00</td><td>900</td></tr> <tr><td>13</td><td>\$ 48,191.00</td><td>950</td></tr> <tr><td>14</td><td>\$ 52,175.00</td><td>800</td></tr> <tr><td>15</td><td>\$ 62,331.00</td><td>1200</td></tr> </tbody> </table>	SCHOOL	SIU! FUNDRAISER/ SCHOOL PROFIT	# OF STUDENTS	1	\$ 15,002.00	550	2	\$ 15,301.00	400	3	\$ 16,891.00	650	4	\$ 17,839.00	800	5	\$ 19,994.00	450	6	\$ 23,920.00	800	7	\$ 24,010.00	750	8	\$ 24,558.00	1100	9	\$ 27,292.00	1000	10	\$ 37,001.00	550	11	\$ 39,202.00	350	12	\$ 39,909.00	900	13	\$ 48,191.00	950	14	\$ 52,175.00	800	15	\$ 62,331.00	1200	<ul style="list-style-type: none"> <li>Decide on Day of Awesomeness option               <ul style="list-style-type: none"> <li>Inflatables</li> <li>BMX Stunt Show</li> <li>or</li> </ul> </li> <li>Alternative to Day of Awesomeness: Keep an additional 10% of the Total Funds Raised, in lieu of an event</li> </ul>
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<ul style="list-style-type: none"> <li>The Step It Up! team does 95%+ of the work to make this EASY, exciting and successful!</li> </ul>		<p>Due 8/14/24:</p> <ul style="list-style-type: none"> <li>Google Form - Step It Up! 2024 info.</li> <li>Teacher list: Email a list of all homeroom teachers (or 1<sup>st</sup> Period, Advisory, etc.) and total number of students in each class (Excel format)</li> </ul>																																																
<ul style="list-style-type: none"> <li>The Day of Awesomeness event celebration with inflatables (no bounce houses) is just one of the event options</li> <li>We also have a BMX Stunt show event option that has been a HUGE hit at many of the middle schools/junior highs</li> </ul>		<ul style="list-style-type: none"> <li>Distribute Golden Ticket and Week of Wow prizes from 10/23-10/25 (3-5 volunteers and 90 minutes/day)</li> <li>School and/or PTO will need to provide minimum of 12 adult volunteers to assist on the 11/19/24 Day of Awesomeness</li> </ul>																																																
<ul style="list-style-type: none"> <li><b>10/22/24:</b> Kickoff assembly</li> <li><b>10/22/24 - 11/5/24:</b> Step It Up! Fundraiser</li> <li><b>10/23/25 - 10/25/24:</b> Prizes distribution</li> <li><b>11/19/24:</b> Day of Awesomeness from 9:00 to 11:30 AM</li> </ul>		<ul style="list-style-type: none"> <li>Find out if school or district requires being added as Additional Insured to Step It Up!'s insurance policy</li> </ul>																																																

# Principal's Report





# Teacher Representative's Report

- **DISCUSS/VOTE:** Request from a new staff member - Look into a company that can create **additional SRMS spirit gear**
  - Cleats Sports sells a few items, but this particular staff member would like more creative spirit gear (fun items, sparkly logos, etc.)
  - Perhaps Cleats could design some new items for us?
  - New staff members and the rest of the SRMS community would also be interested in additional gear



# Officer's Report: President

- Key **amendments** to **bylaws** of Sunrise Middle School PTO:
  - **Terms of office:** Standard term changed from 1 year to 2 years (if officer is a 7<sup>th</sup> grade parent), with the 2<sup>nd</sup> being a training year for new officers
  - **Effectivity date of elected officers:** Changed from Sept. 1<sup>st</sup> to July 1<sup>st</sup> (in alignment with PVUSD's fiscal calendar)
  - **Finances:**
    - In addition to payments over \$500, withdrawals over \$500 will now require 2 officers' signatures
    - Added audit clause: At least once per fiscal year, preferably just before the last meeting of the year, a member of the PTO board who does not have bank privileges will audit the finances and present their findings at the next PTO meeting so that there is a record of the audit. Audits may happen more frequently if requested or deemed necessary.
- PTO **ways of working**
  - Leverage virtual **collaboration** tools (e.g., shared documents for planning and brainstorming)
  - **Organize and track deliverables** in a free project management software (ClickUp)
  - **Standardize and document** (e.g., procedures book, new officer transition checklist, login information)
  - Monthly **staff appreciation meals:** **Surveys** to gauge staff interest and **signups** for parent donations





# Officer's Report: Vice President

- Outreach
  - Summary of flyers/packets developed for parents and staff
  - Social media posts
  - Monthly newsletter
- Will fill in as interim UPC Representative. First UPC meeting of the school year is on 8/21.

# Officer's Report: Treasurer

- **Total current bank balance** (8/12/2024): **\$5,842.91**
- **Liabilities: \$1,670.22** (PTO is holding money for these groups.)
  - Dance/Theater: \$998.73
  - Mandarin: \$326.30 (did not spend any money last year)
  - NJHS: \$195.19
  - Robotics: \$150.00
- **PTO:** Started the year with \$3,960.29 in checking. **Current PTO balance** is **\$4,172.69** (8/12/2024).
- Spent \$344.78 on: Coffee supplies for staff lounge (\$46.46), serveware (\$30.38), back-to-school breakfast for staff (\$187.34). water bar supplies for 8/14 staff appreciation (\$80.60)
- Have used up over half our Miscellaneous budget purchasing desk fans for office staff (\$101.41).
- Purchased Lysol wipes and tissues for teachers to start the year (\$237.66) under Staff Appreciation budget. Have enough to replenish in December/January.
- Purchased Smore for newsletter creation (\$179.00).
- Received \$110.72 from Kroger.
- Received \$1,055.00 in direct donations (deposited into bank). Still have \$100.00 pending in Zeffy (transfers to our checking account automatically).
- Upcoming expenses:
  - Water delivery on 8/20/2024 \$67.12
  - UPC fee due before 8/21/2024 meeting \$75.00
  - AIM Insurance due 9/1/2024 \$370.00
  - Staff appreciation meal on 9/11/2024 (charcuterie spread)



# Old Business

- **School dances**, sponsored by STUGO
  - Mrs. Kool supports **cutting costs tied to putting on dances** (e.g., using less expensive DJ and photo booth vendor).
  - The proposed **new DJ and photo booth vendor** books up quickly around the holidays and end of the school year, so the sooner we can decide on dates, the better.
  - **DISCUSS/VOTE:**
    - Solidify **dates** for dances:
      - 1) 7<sup>th</sup> & 8<sup>th</sup> grade dance in Dec.
      - 2) 8<sup>th</sup> grade dance in May
    - Decide **admission fee** (\$5.00?) for Dec. dance (8<sup>th</sup> grade dance in May is free for students)
    - Get approval on providing **food for 8<sup>th</sup> grade dance**
      - Rationale on providing food: Celebration of students' time at Sunrise and their promotion to high school
      - If approved, will offer grab-and-go food option that is not too messy (e.g., chicken nuggets/strips from Chick-fil-A or Hot Chicken Alley)
      - Will take pre-orders to minimize food waste
      - PTO can check if a restaurant is willing to sponsor the 8<sup>th</sup> grade dance and donate food. Sponsorship package ideas: Advertisement on marquee and/or website, banner



# New Business

- **DISCUSS/VOTE:**
  - Fundraiser idea for STUGO: Get approval to **sell water, snacks, and/or grab-and-go meals at home games**
    - Can solicit parent volunteers to help with food sales and cleanup
    - PTO has had offers from Chick-fil-A and Hot Chicken Alley to sell nuggets/strips and/or sandwiches at games. (Hot Chicken Alley was kind enough to donate the food for the end-of-year staff luncheon.)
    - Take pre-orders to minimize food waste

# Upcoming Events: August

AUGUST



2024

MON	TUE	WED	THU	FRI	SAT	SUN
29	30	31	1	2	3	4
			Walk the Campus 			
5	6	7	8	9	10	11
First Day of School! 			PVUSD Governing Board Meeting at 6:30 PM (District Admin. Ctr.) 			
12	13	14	15	16	17	18
SRMS PTO Direct Give Drive (Aug. 12th - 25th)						
Open House • 5:30 - 6:00 PM: PTO & P.E. Uniforms in Cafeteria • 6:00 - 7:40 PM: Teacher Presentations 	PTO Meeting at 3:00 PM in Media Center 	STUGO Dine-out Fundraiser at Chipotle, 4622 E. Cactus Rd., Phoenix (Show flyer or use code PV073.0M for online orders.) 				
19	20	21	22	23	24	25
SRMS PTO Direct Give Drive (Aug. 12th - 25th)						
	Early Release at 12:00 PM 		Picture Day  Governing Board Meeting 			
26	27	28	29	30	31	1

# Upcoming Events: September

**September 2024**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2  Labor Day Recess	3	4  3:00-6:00 PM: Robotics Club dine-out fundraiser at Chick-Pil-A	5	6	7
8	9	10  3:00 PM: PTO meeting (virtual)	11	12	13	14
15	16	17	18	19  6:30 PM: PVUSD Governing Board meeting (District Admin. Ctr.)	20	21
22	23	24	25  3:00-7:00 PM: Dance & Theatre dine-out fundraiser at In-N-Out	26	27	28
29	30 K-12 Recess					

On Sept. 11th, we will be providing our amazing staff with a charcuterie spread. Please scan the below QR code if you are able to donate items. Thank you!

Sunrise Middle School PTO  
azsunrisepto@gmail.com



# Thanks

See you at the next meeting (virtual) on September 10<sup>th</sup> at 3:00 PM!

In the meantime, please reach out to us at [azsunrisepto@gmail.com](mailto:azsunrisepto@gmail.com) if you have questions, requests, or ideas.

