Red Oak Elementary

Parent Teacher Organization Guidebook

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Overview

The Parent-Teacher Organization consists of parents and teachers working together to support **ALL** students. Our vision is to enhance and support the educational experiences at ROE, working to develop a closer connection between school and home. Our primary objective as a PTO is to provide our school with funds, programs, resources, and services that will enrich and maximize the education of every child and to benefit the school.

Our PTO operates as a 501(C)(3)

This Guidebook is designed to serve as guidance by detailing most of the questions and procedures with which each PTO Executive Board will be faced. No document can predict every situation, and any questions or issues not explicitly detailed in this Guidebook will gladly be answered upon questioning.

Operational Procedures

The PTO operates with a board of directors consisting of The Principal, President, Vice President, Secretary, and Treasurer.

❖ Room Reps:

This year we would like to have a “Room Rep” from each classroom. We will send home a Membership form, these will be in the teacher mailbox to distribute at open house, we would like for each homeroom teacher to pick a parent rep from their class so PTO can use this parent to facilitate help with parties and sharing information. **Please fill out the “Parent Room Rep” form and put with all of the completed forms in the PTO cabinet.** This parent will act as the liaison between PTO and parents in your class. We will ask that the parent is someone who can attend the monthly meetings.

Financial Procedures

❖ Field Trips:

All field trips will run through the PTO this year when using monies allocated by the PTO. The invoices shall be sent to the PTO email address to be paid. If there is money collected, we ask that the teacher send an email to PTO when money is ready to be picked up, please include a class roster so we know who has paid. Bus invoices will be scanned in by Marcia and emailed to the PTO email address as usual. **PTO has budgeted $1000.00 per grade level to be used STRICKLY for field trips.** This money will not roll over to any other line item. Please calculate the amount of money you will need to collect from parents to supplement your field trip after including this allotment.

If your grade level needs to do an individual fundraiser for the trip, this will run through PTO. Please email the board with all of the details regarding the trip and we will be happy to assist in the fundraiser of your choice, if it is approved by the board after reviewing the fundraiser details. ALL FUNDS RAISED DURING THE FUNDRAISER WILL BE USED PRIOR TO USING ANY PTO FUNDS.

❖ Requests:

Teachers may request items from the PTO for their classrooms including basic classroom supplies, books, support for field trips and special projects that enhance the educations experiences for the students. At least 1 teacher per grade is encouraged to attend monthly meetings where they will share the request for their grade in addition to sending a written request to the PTO email address.

Any items that are purchased and need reimbursement will need to be requested with the original receipt placed in the PTO cabinet in the mailroom. We cannot accept pictures of receipts because some of them are not legible when printed. If it is an online purchase, that receipt can be emailed to the PTO email address.

The board has budgeted $200.00 per classroom teacher this year for classroom supplies, special projects, anything that will enhance the educational experience of your students.

If there is a need that exceeds your budgeted amount, the board will take it to be voted on. The PTO is here to support teachers and staff at Red Oak Elementary, so please don't hesitate to email us if you have a request that is unable to be met by the school.

Requests can be emailed to the PTO email. Redoakelementarypto@yahoo.com

❖ Meetings and Communication:

Meetings are held on the 1st Tuesday of each month. Teachers are always welcomed and encouraged to attend the PTO meetings.

The PTO board will communicate with the teacher on Leadership team and it is our hope that the information will be shared with the team.

Email is the preferred way of contact, the email is checked by all board members. The Secretary will respond to emails on behalf of the PTO board.

For an immediate question you may send a text to Michelle @252-567-5995

Teacher Allotments for 2025/2026

EC	
Funds	($200.00)

PreK	
Teacher 1	($200.00)
Teacher 2	($200.00)

Kindergarten	
Field Trip Only	($1,000.00)
Teacher 1	($200.00)
Teacher 2	($200.00)
Teacher 3	($200.00)
Teacher 4	($200.00)
Teacher 5	($200.00)
K Graduation	($200.00)

1st Grade	
Field Trip Only	($1,000.00)
Teacher 1	($200.00)
Teacher 2	($200.00)
Teacher 3	($200.00)

Teacher 4	($200.00)
Teacher 5	($200.00)
Teacher 6	($200.00)

2nd Grade	
Field Trip Only	($1,000.00)
Teacher 1	($200.00)
Teacher 2	($200.00)
Teacher 3	($200.00)
Teacher 4	($200.00)
Teacher 5	($200.00)
Teacher 6	($200.00)

3rd Grade	
Field Trip Only	($1,000.00)
Teacher 1	($200.00)
Teacher 2	($200.00)
Teacher 3	($200.00)
Teacher 4	($200.00)
Teacher 5	($200.00)
Teacher 6	($200.00)

4th Grade	
Field Trip Only	($1,000.00)
Teacher 1	($200.00)
Teacher 2	($200.00)
Teacher 3	($200.00)
Teacher 4	($200.00)
Teacher 5	($200.00)

5th Grade	
Field Trip Only	($1,000.00)
Teacher 1	($200.00)
Teacher 2	($200.00)
Teacher 3	($200.00)
Teacher 4	($200.00)
Teacher 5	($200.00)
Promotional Ceremony	($200.00)

If you have any questions or concerns, please reach out to us via email or at the first meeting, which will be held Tuesday, September 2, 2025. Michelle and Bonnie will be at the Leadership meeting on July 29th as well for any questions!

Redoakelementarypto@yahoo.com

PTO Mail box is in the mail room under the mail boxes, labeled PTO Mail.