**WEST RIDGE ELEMENTARY PTO**

**MEETING AGENDA**

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| **Date:** Dec. 5, 2012 | **Time**: 6:30 – 8 p.m. | | | **Location**: West Ridge Elementary School Cafeteria | | |
| **Purpose**: Regular PTO meeting | | | **Code of Conduct**: Standard Code of Conduct | | | |
| **Facilitator**: L. Hadaway | | **Scribe**: L. Alston | | | **Timekeeper**: J. Liu | |
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| **Agenda**: | | | | | | |
| **Welcome, Introductions** | | | **Leah Hadaway** | | | **5 minutes** |
| **Old Business/Feedback**   * **Operation Give Back- through Dec. 14th** * **Vice President Position** * **Marquee Board Volunteer** * **Spirit Nights Nov. –Chick-Fil-A & Panda Express** | | | **Leah Hadaway**  **Jennifer Liu** | | | **10 minutes**    **5 minutes** |
| **New Business**   * **Holiday Shop- Dec. 4-6** * **Forms for field trip/supplies requests** * **Wish lists from teachers** * **Start thinking about Silent Auction donations for May** * **Ongoing Fundraising**   **-Box Tops Update**  **- Labels for Education**  **-Terra Cycle Update**   * **Budget Update** * **Spirit Nights** * **Contest to encourage attendance at PTO meetings** | | | **Leah Hadaway**  **Lindley Alston**  **Jennifer Liu** | | | **15 minutes**  **10 minutes**  **5 minutes** |
| **Summary, Questions and Participant Feedback** | | | **Leah Hadaway** | | | **5 minutes** |
| **Committee Break-Out – Activities/Fundraising**   * **Committees may stay and address any topics needed or they may schedule another time to meet.** | | | **Leah Hadaway** | | | **20 minutes** |
| **Adjourn** | | |  | | |  |
| **NOTES**: | | | | | | |