**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**: |