



## FUN DAY CHECK LIST

- Themes & Scheduling
- Flyers
- Email Content, Hart Beat Content & Morning Announcements
- Collecting Money

✓ **Themes & Scheduling**

Come up with your list of Fun Days, one per month.

✓ **Flyers**

Work with school secretary to select master set of dates for the year for the Fun Days. Do this twice a year, once in the Fall and once in the Winter/Spring. It is helpful to plot out a basic pattern, such as the second Friday of every month when calendar allows. Friday's are usually the best days to host the Fun Days. May need to set up meeting to review dates, to make sure no conflicts for Spring dates (eg testing, field trips, other fundraisers, etc)

- ✓ Prepare a flyer that can be used to send home to families and poster the school. If you are able to translate to Spanish or have a friend that can help that is always good too, not necessary but useful. You can copy a 2 sided flyer, one side English, one side Spanish.

- ✓ Once the flyer is ready, email a copy to the PTO President so they may get approval by the Principal (Mrs. Darling). Submit for approval about 2 weeks prior to event. If do not get approval back in the next 1-2 days, inquire about approval.

- ✓ PTO purchases its own colored paper for flyers, it does not use school copy paper for its events. Consult PTO president to find out where the PTO paper is stored. Often it is a special color. It is usually stored in the supply closet, labeled for PTO. The closet is locked and the key from the school secretary is needed (just ask to borrow it and be sure to return it immediately).
  
- ✓ Copies need to be made and distributed to the teacher mailboxes. The # of students per classroom and # of classrooms per grade vary from year to year, if the PTO committee has not posted that information you can obtain it from the main office. **IMPORTANT:** Often teachers will wait until the Friday folder to send home the flyers, so be sure to get the flyer ready the week before the event! Make copies for all classrooms and grades in the copy room and distribute the Thursday or Friday before 8:40am into the teacher's mailboxes. The goal is to send home the flyers to families the week before the Fun Day. If you are unable to get the flyers ready the week before and are sending home the week of, be sure to add a note for each teacher that explains they should not wait until the Friday folder to send home but instead send it the week of that day.
  
- ✓ **Email content:**  
Create email template for use on a monthly basis. Edit dates and Fun Day activity each month. You can draft little blurbs for 1-2 weeks before the event to be included in the Sunday email blast to Hart families. Send the content to [hartmagnetpto@gmail.com](mailto:hartmagnetpto@gmail.com). Also it is helpful to send a reminder notice the night before the Fun Day, so be sure to send that content a day or two you want the reminder emailed out
  
- ✓ **Hart Beat content:**

Check with PTO president to learn when and who you need to submit content for the Hart Beat monthly newsletter. Draft a little blurb to tell families about the Fun Day coming up.

✓ **Morning Announcements:**

Create morning announcement template for use on a monthly basis and adjust dates and text as needed. The week of the Fun Day, drop off morning announcements with secretary Carolyn Lowe, be sure to note clearly "To be read Monday, Tuesday, Wed, etc."

✓ **Collecting the Money**

Day of event drop a bag for collecting Fun Day money in the PTO mailbox and let main office staff know it is there. At end of Fun Day collect money. Often there is money that trickle in the next day or 2 after the Fun Day.

✓ Count the money and complete a PTO deposit slip (can be downloaded from Hart website, under PTO Forms. Email that years treasure to let them know the dollar amount and that you will be leaving the money and deposit slip in the PTO mailbox for them