



61 Adams Avenue, Stamford, CT 06902  
(203) 977-5082 • PTO@hartmagnetpto.com

## **Art to Remember**

- Commit to schedule in spring for following fall.
- At start of school year: receive paper, coordinate with art teacher, communicate schedule/deadlines.
- Get student list from office (teacher name, student name, room number), send to ATR, and receive labels.
- Hang up posters, put notices in weekly emails to alert parents about deadlines.
- Collect artwork, attach labels, mail to ATR.
- Receive order forms, distribute to students.
- Receive orders, parents also place online, count money, and send orders to ATR, deposit money with treasurer.
- Receive products, distribute.
- ATR sends invoice, pay difference.