Party and Planner Fees – Tips

Verify with school administration at the beginning of the school year which grades need planner & party money collected for.  In 2014: Kindergarten-2nd Grade = Party Fees Only.  3rd-5th Grade = Party and Planner Fee's.  6th Grade = Planner Fee Only.  Once Information is verified - make copies to send home with all students.  Make sure to send blackboard message to Principal reminding parents to send in these fees.  With the copies of the flyer - include a letter to the teachers explaining the procedure for collecting fees.  Ask school secretary for a print out of all students by class.  Keep track of who has paid.  A few days after the deadline - send out a reminder notice to those students who have not paid.  Note - you will not get these fees from everyone - after reminder notice goes out - it's best not to send out a 3rd notice. Once all fees have been collected - fill out a deposit form and give to PTO Treasurer.  Work with PTO Treasurer to write checks to the Room Parents for the amount collected for their classroom.  Each Room parent must sign off on a "Party Money Verification' form when you give them the money.  You can give the checks (in envelopes with room parents name) to the school secretary and let room parents know that it is ready to be picked up.  You can also give it to them at PTO meetings. Contact the PTO Treasurer to write a check to the school for the amount collected in Planner fees. Make sure to fill out the correct budget forms.