

Shutesbury PTO  
July 2 Meeting Minutes  
Isa Deloge, Anna Sobel, Elizabeth Murphy, Samanantha Spisiak

Back to School Fundraiser

To Do:

1. Goal \$5,000
2. Matching Gift? No Matching Gift
3. Write a letter
  - a. Who is it to? The community? Current Parents? Past Parents? Alumni?
  - b. To the Community
4. Adams Mailing Service
  - a. Yes Return Envelope not stamped
5. Set Up a give Butter Page
  - a. Start a new page
6. Start a Donor Database
7. Start a potential donor database
8. Email to send out to potential donors
  - a. Elizabeth will work on mailchimp

To Do:

-Letter- Elizabeth and Isa

1. Community
2. Current Parents

-Give Butter Page

-Email written-Elizabeth

-Flyer for Social Media/ around Town- Sam

- Town Common Sign

- Thank you notes- thank you note post card

**Different Positions:**

Data Entry

Editor/ Page Tester

Volunteer Coordinator

Class Parents-

Auction Chair