

LAPTO Procedures

Please use the following guidelines when working on LAPTO events & activities at the school.

Getting information to Lincoln Academy Families:

LAPTO Newsletter: The LA PTO Newsletter is issued via email 2x a month on Tuesday; normally the 2nd and 4th Tuesdays of the month. All information is due to the LAPTO President by 12 noon on the Friday prior to the distribution of the newsletter. Attachments may be included as per the discretion of the LAPTO President. Copy and attachments may be edited as needed. **PLEASE NOTE:** LAPTO events & activities will be listed at the top of the weekly Principal's Memo (PM) along with other school activities.

Monday Folders: All information/fliers must be approved by Assistant Principal, Janelle Johnson and the LAPTO Board **before** distribution to Lincoln families via Monday folders. Upon approval, *follow copy process outlined below*. When leaving your instructions for item(s) to be copied, please indicate that copied information is for Monday Folders. Sharon Nickell, Production Assistant, will copy item(s) and deliver to the classrooms in the appropriate amounts. **DEADLINE:** All information to be copied for the Monday folders **MUST** be to Mrs. Nickell by Thursday morning, 8:30 a.m. for distribution in the upcoming Monday folder. **THINK AHEAD:** If you will need to do any cutting, stapling or altering of your items, **after** they have been copied, submit your items by Monday - **A WEEK AHEAD**. Indicate you would like your documents returned to you rather than immediately sent to the classrooms. Once you have altered your copied items, return to Mrs. Nickell **by Thursday** and she will distribute to teachers for the upcoming Monday folders.

**Please approve any information to be sent to LA families with the LAPTO Board.
Please send to the PTO Board President and Volunteer Coordinator.**

NOTE: Spell check & proofread your information.

Committees are responsible for creating & designing their own event fliers & notices.

Copying process: 1) Have info/flier approved by PTO board. 2) Take to the copy room and leave in the box in the foyer marked "PTO In". 3) **Please allow 24 hours for all copying needs.** (*Unless for Monday Folder distribution – see above*). 4) Copied items may be picked up in the same area in the "PTO Out" box.

Last minute requests are discouraged!

Location of Copy Room: After entering the main doors of the school, turn immediately to the left and go down the stairs. The **Copy Room** is on the left at the bottom of the stairs. The "in" and "out" boxes for copying are on the shelves straight ahead at the bottom of the stairs.

Mail Pick-Up (See Mail Box Slots in Parent Corner – just inside the gym doors): Mail for LAPTO Committees will be placed in the committee's mail box slot. All general mail for the LAPTO will be put in the LAPTO General Mailbox slots. The LAPTO President will check for mail on a regular basis and distribute it accordingly.

Communicating with LAPTO and Committees: Communicate via phone, emails and meetings. If you need to leave items, memos, mail, etc. for the LAPTO and/or committees use the LAPTO mail boxes located inside the Parent Corner. . **NOTE:** There is a drawer in the large file cabinet in the Parent Corner marked "PTO", this is for LAPTO Board use only.

Reserving a room: To use any room in the building, please contact Mrs. Johnson, Assistant Principal **and** Kurt Fritzler, Facility Manager. This includes the gym and Community Room. Contact Mr. Fritzler at 303-467-5363, ext. 270 or kfritsle@jeffco.k12.co.us

LAPTO Procedures, Vol. 1, Created 9/10/08, Revision #4, Revised 1/7/2010

1. The “**PTO Storage Closet**” is located in the basement of the school. To get to: Walk through the doors to the gym. Walk **straight** ahead to doors on other side of the gym. Once through these doors go down the stairs to the right, at the bottom of the steps look to the left. The door to the “**PTO Storage Closet**” is marked 110. Be sure when leaving the closet you a) leave closet in an orderly fashion, b) turn off lights, c) be sure to lock door and d) **return the key to the PTO drawer in the file cabinet in the Parent Corner.**
2. The key to the PTO storage closet is in the **drawer** marked “PTO, in the file cabinet in the Parent Corner”. **Always return the key to this drawer and leave in the front of the drawer.** Thank you!
3. There is a box of office supplies located in a plastic bins in the PTO Storage Closet for your use.
4. For staff email addresses visit the school’s website at www.lincolnacademy.net and click on the staff link and this will take you to a complete list of staff contact information.
5. **Contact Information for Lincoln Academy families:** Join the LAPTO and you receive a copy of the School’s Directory for the current school year. If the PTO hosted signups for an event/project & you are a committee chair, you will receive a copy of this list.
6. **Class Lists:** There are laminated copies of the class lists in the **file cabinet in the drawer marked “PTO” in the Parent Corner.** After making copies please return the lists to this drawer.
7. **School letterhead and envelopes:** There will be a limited supply of letterhead and envelopes in the **file cabinet in the drawer marked “PTO” in the Parent Corner.** If you need a larger quantity, please make a request in writing to the front office. Please allow at least 24 hours for the office to provide this for you.
8. **School’s Tax Exempt # and information:** Lincoln Academy Charter School and the LAPTO are both non-profit organizations and therefore qualify for tax exempt status. When conducting LAPTO business you may use the LAPTO’s tax exempt certificate with our tax exempt number. This may be obtained by contacting the LAPTO Treasurer. When conducting non-LAPTO business, please request the school’s tax exempt information from the front office. Please request in writing or via email. Please allow at least 24 hours for the office to provide you with a copy of the information.
9. **Additional copies of LAPTO Procedures for Members:** See the mail slot for LAPTO Procedures for additional copies or visit the LA website at www.lincolnacademy.net
10. **Reimbursement from the LAPTO for expenses:** "LAPTO Request for Reimbursement" forms can be found in the mail box slot marked accordingly. Put receipts and a completed form in an envelope marked "LAPTO Treasurer" and return to the "LAPTO Treasurer" mail box slot. The LAPTO Treasurer will issue your reimbursement check & contact you about how to pick it up. **Do not leave cash or other valuables for the LAPTO in the mail slots; please give to Front Office.**
11. When working at the school **always SIGN IN and SIGN OUT** at the Front Office and wear your name tag while on school grounds. If you are just dropping something off, you do not need to sign in. If you leave the front office area or the Parent Corner, for any reason, then you **must** sign in! Thank You!

.For additional information on Lincoln’s Academy “**Volunteer Program**”, please refer to the **Parent Volunteer Handbook.** Don’t forget to record your volunteer time!

LAPTO Board, 2009-2010

President, April Bates, 303-489-2954 or aprilbates@comcast.net

Vice President, Suzanne Gdovic, 303-463-5938 or gdovics@aol.com

Secretary, Dana Frerich, 303-423-3012 or dana.frerich@email.ucdenver.edu

Treasurer, Bernadette Templeton, 303-431-6233 or bernadettetempleton@comcast.net

Volunteer Coordinator, Michelle Richey, 303-432-2247 or mickey72479@msn.com

Mrs. Janelle Johnson, **Assistant Principal,** Ext. 233, jaljohns@jeffco.k12.co.us

