Lowe’s Grove Middle

Memo

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| To: | Dr. Tekeshia Mitchell, Principal |
| From: | Titus Pollard, 6th Grade Asst. Principal – Resident Intern |
| cc: | E. Boddie, J. Faison-Johnson, T. Duncan |
| Date: | September 22, 2017 |
| Re: | Student – Led PTO “Hat Day” Fundraising |

During last week’s admin meeting, you informed us that the school’s new PTO needs faculty and parental involvement. Additionally, there is a need for fund-raising ideas. With this thought in mind, I would like to propose a one day, school-wide event that would garner participation from all of LGMS’ stakeholders.

I would like to propose Wednesday, October 25th as PTO “Hat Day”, where students can pay $1.00 and receive a special PTO sticker that attaches to a favorite hat they’re allowed to wear the entire day. With the proper communication through emails, morning announcements, community advertising, Connect-Ed messages and other forms of marketing, this event has the potential of garnering participation from parents, faculty, and community stakeholders. This will be a unique method of fundraising as we begin to grow the PTO financially.

With an event of this nature and the potential for considerable participation among our stakeholders, I would anticipate that we can, at the minimum, raise $1,000.00 (one thousand dollars) or more. If we look forward to 80% of our student body of 650 and full participation among the faculty and staff, parental visits on that day and community involvement, this amount is foreseeable.

Our CTE teacher, Ms. Cash, has agreed to utilize her 7th and 8th grade students in this effort as a special class project, and Mr. Garner, our Athletic Director, has proposed that the football homecoming queen be the student representative that assists in marketing this effort, encouraging the entire student body to fully participate. The prime resource that we would need from our front office staff and administration, is our ConnectEd phone messaging to parents, email system, and any other marketing efforts at your disposal.

I am asking for your endorsement to move forward in this effort, and I will keep you updated on the logistics of this special day.