

2022-2023 USPTO Teacher Handbook

Contact Information

uspto@universityschools.com

Facebook @UniversitySchoolsPTO

Instagram @us_pto

2023-2024 USPTO Board

Jillian Klug - President
Kade Kanago - Vice President
Lauren Martinez - Secretary
Jenny Williams - Treasurer

2023-2024 Meetings

Please join us at 7:00 on the 4th Thursday of the month. Meetings are currently being held in the Elementary Library and on Zoom. We send information out occasionally via email so please make sure you have a current email address on file with the school.

Join Zoom Meeting

<https://us04web.zoom.us/j/89358359782?pwd=N1dJNDhjK2ZWampaVExKSFlsaFFNUT09>

Meeting ID: 893 5835 9782

Passcode: USPTO

August 24, 2023
September 28, 2023
October 26, 2023
November 16, 2023 (3rd week due to Thanksgiving)
December - No meeting
January 25, 2024
February 22, 2024
March 28, 2024
April 25, 2024
May- No Meeting
June/July- Officer Planning Meeting

2023-2024 Calendar of Events

September 6th

Fall Fundraiser Kick Off

September 19th

Fall Fundraisers Due

October 2nd-27th

Fall Grant Application Window

October 2nd

Elementary & High School Conferences Lunch

October 2nd

Middle School Conferences Lunch

October 19th

Fall Fundraiser Delivery Day

October 27th (tentatively)

Trunk or Treat

November 7th

Fall Grant Applicants notified

Week of December 5th-8th

Elementary & Middle School Holiday Shoppe
Elementary building

March 4th-22nd

Spring Grant Application Window

Week of May 6th-10th (Monday Lunch)

Teacher Appreciation Week

May 12th (tentatively)

Spring Carnival

USPTO Teacher Involvement

During the 2023-2024 the USPTO will be taking attendance at meetings, events and donation opportunities and awarding classroom funds to the top 3 teachers (K-12) with the highest participation!

How can teachers get involved?

We would love to have 1 teacher from each grade level at every meeting. This allows for the teacher in attendance to take any important information back to their team. Teachers in attendance are asked to give a quick update on anything going on in their grade (field trips, projects, new ideas, etc). For every meeting you attend you are given 1 point!

Teachers are also asked to help with the Spring Carnival. You can run a game in your classroom, volunteer to help with the silent auction, etc.

Teachers volunteering for the entire carnival receive money in their classroom fund account and 1 point towards the teacher participation contest.

How can teachers get parents involved?

Encourage your classroom parents to attend meetings (post reminders on your classroom communication), encourage students to participate in the Fall Fundraiser, make sure parents know about our Facebook page, and keep them informed about upcoming events.

We are asking that you have at least 1 parent rep from each classroom, attend the monthly meetings. This can be the same person or alternating.

For every parent from your classroom that attends a meeting, volunteers or donates to any USPTO event you also get 1 point!

USPTO Teacher Fund Account

Every teacher at University Schools has a classroom fund account through the USPTO. This money is kept in the USPTO account until a teacher puts in a request to withdraw the funds.

How do I earn money for my account?

Funds for your account are earned through your participation in the Spring Carnival Silent Auction Baskets (3 per classroom/group allowed), volunteering at the Spring Carnival and by being a top 3 Teacher Participation Winner.

What can I use my funds for?

Your funds can be used for anything that will benefit your students, classroom or University Schools. In the past funds have been used for games, books, math manipulatives, furniture, advising treats, gift cards for advisees, etc.

Items that are purchased with your teacher fund money must stay at University Schools. If you change classrooms you may take your items. However, if you leave your position at University those items must be left.

How do I access my funds?

If the item(s) you are purchasing are from Amazon you can send us your wishlist at uspto@universitieschools.com and we will purchase the items for you.

Items purchased elsewhere can either be purchased with personal funds, which you can send receipts directly to USPTO for reimbursement, or have a PO submitted to the school, and with this you need to complete a USPTO Funds Reimbursement form. If purchasing on your own please be sure to use our tax exempt number 84-128135 as we don't reimburse tax.

If you need to check your account balance please contact us.

What happens to any money I have left over?

Your account rolls over from year-to-year so if you want to save it for a large item you can do that.

If you leave your position at University any money left in your account is forfeited and returned to the general funds.

USPTO Grants

Any teacher, admin, staff, student or member of the University Schools community can apply for a grant, as long as the request is benefiting the school and students.

Available grant funds are based on the amount raised from fundraisers.

Grant applications will be made available at least 2 weeks before the deadline. These applications can be found in the main office or by emailing uspto@universityschools.com.

Grants turned in after the deadline will not be considered.

Grant applicants will be notified of their status following the grant committee meeting.

USPTO asks that items purchased through Amazon be submitted to uspto@universityschools.com. Items purchased elsewhere can either be purchased with personal funds, which you can send receipts directly to USPTO for reimbursement, or have a PO submitted to the school, and with this you need to complete a USPTO Funds Reimbursement form. If purchasing on your own please be sure to use our tax exempt number 84-128135 as we don't reimburse tax.

USPTO Ongoing Fundraisers

Raise Right

Raise Right is an online gift card purchasing program. Every card purchased gives a percentage back to the USPTO.

To enroll go to <https://www.raiseright.com/shop>
Enter enrollment code CEA94FB55L335

Additional USPTO Programs

Stock the Staff Lounge

Through gracious donations from our parents we are able to purchase food and drinks to keep your staff lounges stocked up. There are containers in the HS/Elementary and MS copy and mail rooms.

We try to keep these stocked regularly but it is all based on the donations we have received. We are attempting to restock every other week. If you have any food/drink requests or suggestions please let us know. If you want to also let your classroom parents know they can make donations by either bringing in food/drinks to the front office, or they can make a monetary donation.