PTO COLLECTIVE

The PTO Collective™

BEYOND BAKE SALES

School joy, ready to print.

12 original resources for the people who bring families and schools together. Practical pages, cheerful details, and space to make them your own.

In your free starter pack

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Print on US Letter paper, one-sided, at actual size or fit to printable area. For A4 paper, choose Fit. Color adds cheer; text and outlines remain readable in black and white.

Free to print and share with your school community. Please keep THE PTO COLLECTIVE credit. Adjust planning pages to your school procedures and PTO/PTA bylaws.

MAKE EVERY MINUTE COUNT

Make the meeting count.

45 minutes. Family voices. A next step people can name.

GROUP / MEETING

DATE / FACILITATOR

5 MINUTES	10 MINUTES	15 MINUTES	10 MINUTES	5 MINUTES
WELCOME	**LISTEN**	**DECIDE**	**ASSIGN**	**CLOSE**
What matters today?	What are families saying?	What needs a decision?	Who will do what?	When do we check back?

The decision we need to leave with

FAMILY QUESTIONS / IDEAS

ACTION / OWNER / DUE DATE

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GOOD IDEAS GO HERE

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Good ideas. Clear follow-through.

Meeting notes that make it easy to see what was decided and what happens next.

Group / meeting

Date / note-taker

Decisions made (note approval or vote details if required)

Action / commitment	Responsible role	Due date	Status

Open questions / items to bring back

Next meeting / review date

Record location

Check your bylaws and required minute-taking procedures before filing the final record.

Pick your part.

SMALL JOBS. BIG HEART.

Small roles. Clear finish times. Room for everyone.

15 MIN

Welcome crew

Greet families and show them where to go.

WHEN / WHERE

CHECK IN WITH

30 MIN

Set-up helpers

Arrange approved supplies and signs.

WHEN / WHERE

CHECK IN WITH

AT HOME

Message makers

Help prepare a clear, approved invitation.

WHEN / WHERE

CHECK IN WITH

15 MIN

Closing crew

Pack materials and leave the space ready.

WHEN / WHERE

CHECK IN WITH

30 MIN

Activity helpers

Keep one activity supplied and welcoming.

WHEN / WHERE

CHECK IN WITH

AT HOME

Idea sharers

Suggest a simple activity families can enjoy.

WHEN / WHERE

CHECK IN WITH

Confirm roles through your school-approved volunteer process. Ask about a seated, shared, or flexible option.

FAMILY NIGHT

GAME PLAN

LET'S MAKE IT HAPPEN

EVENT / PURPOSE

DATE / PLACE

1

GET THE YES

School contact, venue, budget, approvals

2

BUILD THE TEAM

One lead, one backup, small jobs to share

3

INVITE EVERY FAMILY

Clear time, place, access options, reply route

4

MAKE IT HAPPEN

Welcome, activities, supplies, and closeout

5

KEEP THE GOOD STUFF

Thank helpers. Hear feedback. Save what worked.

WE WILL KNOW IT WORKED WHEN...

MAKE GOOD THINGS ADD UP

Plan the profit.

Set a price that works for your families and your goal.

FUNDRAISER / GROUP

DATE

MONEY IN	MONEY OUT	LEFT OVER
$	$	$

The spending check

COST / ITEM	PLANNED $ / ACTUAL $	
Space / equipment		
Supplies / printing		
Per-item costs		
Payment fees		
Other / contingency		

Will it still work with lower turnout?

Try half the expected sales. Money in minus all costs = money left over. Check the live budget tool before committing.

OUR GO / CHANGE / STOP DECISION

Our school month

Make time for connection.

MONTH / YEAR

A MONTH OF POSSIBILITIES

MON	TUE	WED	THU	FRI	SAT	SUN

ONE GOOD PRIORITY

PEOPLE TO THANK

One thing to simplify: _____

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You make our school brighter.

Presented with appreciation to

_____

Thank you for sharing your time, care, and talents.

You helped make this possible:

_____

_____

Presented by _____ **Date** _____

A little recognition. A lasting difference.

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A LITTLE THANK-YOU

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Little notes. Big appreciation.

Six cut-apart tags for volunteers, educators, staff, and community helpers.

You made a difference.

Thank you for the heart and helping hands you bring to our school.

Especially for...

From

You made a difference.

Thank you for the heart and helping hands you bring to our school.

Especially for...

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You made a difference.

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MEET. SHARE. CONNECT.

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Hello, school community!

Family Connection Bingo | Card 1 of 4

Complete three spaces in a row, column, or diagonal together. You may pass on any prompt. Read aloud, work seated, or join a quiet group. No purchases, signatures, photos, or personal details needed.

Share a favorite family game	Suggest a welcoming school activity	Name a favorite place to read
Share a hobby or interest	★ FREE SPACE You belong here!	Thank a school helper
Suggest a 15-minute volunteer task	Share a favorite school memory	Ask what makes a meeting welcoming

Host tip: allow 10-15 minutes, celebrate conversation rather than winning, then ask: What should our PTO/PTA do next?

Group / gathering

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Hello, school community!

Family Connection Bingo | Card 2 of 4

Complete three spaces in a row, column, or diagonal together. You may pass on any prompt. Read aloud, work seated, or join a quiet group. No purchases, signatures, photos, or personal details needed.

Name a favorite place to read	Share a hobby or interest	Thank a school helper
Suggest a 15-minute volunteer task	★ FREE SPACE You belong here!	Share a favorite school memory
Ask what makes a meeting welcoming	Name one thing the PTO/PTA should hear	Share a screen-free activity

Host tip: allow 10-15 minutes, celebrate conversation rather than winning, then ask: What should our PTO/PTA do next?

Group / gathering

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Hello, school community!

Family Connection Bingo | Card 3 of 4

Complete three spaces in a row, column, or diagonal together. You may pass on any prompt. Read aloud, work seated, or join a quiet group. No purchases, signatures, photos, or personal details needed.

Thank a school helper	Suggest a 15-minute volunteer task	Share a favorite school memory
Ask what makes a meeting welcoming	FREE SPACE You belong here!	Name one thing the PTO/PTA should hear
Share a screen-free activity	Describe a skill you can share	Suggest an at-home way to help

Host tip: allow 10-15 minutes, celebrate conversation rather than winning, then ask: What should our PTO/PTA do next?

Group / gathering

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MEET. SHARE. CONNECT.

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Hello, school community!

Family Connection Bingo | Card 4 of 4

Complete three spaces in a row, column, or diagonal together. You may pass on any prompt. Read aloud, work seated, or join a quiet group. No purchases, signatures, photos, or personal details needed.

Share a favorite school memory	Ask what makes a meeting welcoming	Name one thing the PTO/PTA should hear
Share a screen-free activity	★ FREE SPACE You belong here!	Describe a skill you can share
Suggest an at-home way to help	Learn something new about the school	Name a community strength

Host tip: allow 10-15 minutes, celebrate conversation rather than winning, then ask: What should our PTO/PTA do next?

Group / gathering

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EVERY VOICE BELONGS

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Your voice belongs here

A short family listening slip. Answer any question you choose; names are not needed.

One thing I would love our PTO/PTA to help with...

What gets in the way of participating?

A time or a way to connect that works for me...

A skill, idea, or small task I could share...

A small way I might like to help (optional):

- ☐ 15 minutes
- ☐ 30 minutes
- ☐ At home
- ☐ Ask me later

Return through your group's approved feedback method. Please leave private student details out.

PASS ON THE GOOD STUFF

Pass the torch.

A clean handover for the team coming next.

GROUP / INCOMING TERM _____

REVIEW DATE _____

KEEP

- Bylaws and approved policies
- Minutes and decisions
- Budget and reconciled reports
- Event notes and commitments

Checked by: _____

TRANSFER

- Account ownership / authorized roles
- School contacts and approvals
- Calendar and important dates
- Supplies and record locations

Checked by: _____

FINISH TOGETHER

Open commitment	Lead / due

Transfer access through the service's approved process. Keep passwords, recovery codes, banking details, and student records out of this sheet.

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YOUR LITTLE BIT MATTERS

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Pick a small way to help

A volunteer menu for busy families. Choose a role that fits - no board seat required.

15 minutes

- [ ] Welcome families at an approved gathering
- [ ] Prepare labels or activity materials
- [ ] Share an approved invitation

30 minutes

- [ ] Set up a welcome or feedback table
- [ ] Organize non-confidential event supplies
- [ ] Help with event cleanup

From home

- [ ] Review an approved message for clarity
- [ ] Suggest questions for a family survey
- [ ] Prepare a simple activity from supplied materials

Group contact / approved sign-up route _____

Reply by _____

Roles depend on school approval, required volunteer checks, and available supplies. Ask about a seated, shared, language-accessible, or flexible option.