***ASB Assignment***

*I have spoken with the Principal as well as the president of the PTO and the ASB manager. I plan to meet with them the second or third week of school depending on schedules and beginning of the year activities. I work with these folks regularly, so the meeting should be very casual and welcomed. They are enthusiastic about engaging in learning and discovering new ways to practice policy and laws relating to school finance.*

***Who:***

*Parent Teacher Organization*

* President: Akeisha Lambe
* Vice President: Angela Abshere
* Treasurer: Jacquie Wilskey

*ASB Manager*

* Cindy Freeman

***What***

* Presenting a conversation with the ASB/PTO
* Hitting highlights

***When***

* Second or third week of school
* Before or after school scheduled meeting

***Topics to Cover***

* Raffles
* Fundraising
* Walk-a-thon logistics
* Canned food drive
* Bikes for Books
* Cash Handling
* Field Trips
* Imprest accounts
* Accounting systems

***Resources***

* WASBO Guides and Manuals
* Direct them to my quick reference website
* Provide handout with PTO resources