



Dover PTO Check Request

***Please allow 10 days for processing.**

Name: _____ Date Submitted: _____

Contact (Phone/Email): _____ Date Needed: _____

Program Name: _____

Approved by: _____ (signature of PTO Executive Board Member)

Check Handling (select one):

- Deliver to _____ mailbox in Chickering office
(staff member name, PTO mailbox, etc)
- Mail to _____
(street, city, state, zip)
- Other _____

Attach all supporting receipts, invoices, contracts or other documents.

| Payee (Check made payable to:) | Budget Category | Date (on receipt, invoice, etc.) | Amount | Description |
|-----------------------------------|--------------------|--|--------|-------------|
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| Total Amount: | | | | |

Notes:

1. All requests must be approved by the PTO Executive Board Member responsible for this program area. See page 2 for a list of PTO Executive Board Members by program area.
2. For questions contact PTO Treasurer Julia Cavan at treasurer@doverpto.org



Dover PTO Organizational / Responsibility Chart 2022 - 2023

| | |
|---|---|
| President | Communications Vice-Chair |
| Executive Board | Assists Communications Chair |
| Liaison to Principal and School Committee | |
| Back to School Picnic | Fundraising Chair |
| 5 th Grade Celebration | Check Writing Campaign/Spring Auction |
| | Easy Money |
| Vice-President | |
| Community Events | Fundraising Vice-Chair |
| PTO Grants & Discretionary Fund | Assists Fundraising Chair |
| Directory | |
| Virtual Experience Advisor | Community Outreach |
| | Food Drive / Halloween Candy Drive |
| Advisor | Make A Difference Clubs |
| Past President - Advises President | Outdoor Classroom |
| | |
| Treasurer | DS METCO Chair |
| Budget | Supports METCO Family Friend program |
| Audit Committee | Collaborates with district METCO liaisons |
| Payment/receipts, reimbursements, PTO grants and Teacher Discretionary Funds payments | Ensures that Boston students and families are included in PTO and schoolwide activities |
| | Curriculum Enrichment Chair |
| Assistant Treasurer | CE programs |
| Assists Treasurer | Pre-K – 5 coordinators |
| | Liaison to administration on CE programs |
| Secretary | |
| Maintains minutes | Curriculum Enrichment Vice-Chair |
| | Assists CE Chair |
| | |
| Communications Chair | Volunteer Services |
| Internal (newsletters, general eBlasts) | Coordinates Room Parents |
| External (newspapers, print media) | Coordinates Volunteers |
| Liaison to DMA | Hospitality |
| Website content update | School Picture Coordinator |
| Submits PTO/parent communications to administration | Library Coordinator |
| | New Family Welcome Committee |
| | |