

## NOTES FOR PTO SCHOOL PICTURE COMMITTEE:

### **Picture Day**

School Picture Day is run by the PTO School Picture committee.

1. Picture Day and Retake Day are scheduled by the office in December of the preceding year (with at least 1 month between Picture day and Retake Day, both to take place in time for final pictures to be delivered to the school by Winter Break).
2. Order envelopes are to be distributed to teacher mailboxes by the PTO committee. Irene will have these envelopes.
3. Picture envelopes and payment are to be collected by the teachers and retained in the classroom until picture day. If orders are placed online there is no reason to return the envelope.
4. Irene will post a sign-up sheet for the teachers. On picture day, the PTO School Picture committee will collect the children by class, and take them to the photographers.
5. All dates and information about Picture Day and Retake Day should be published by the PTO, well in advance (this is your job).
6. The pictures will be delivered to the school. The PTO School Picture committee will sort through them, identify any problems, and deal with them accordingly.
7. The PTO School Picture committee will put the picture envelopes in the teachers' mailboxes.
8. Parents who want retakes should directly contact the PTO School Picture committee, who will keep this list. The PTO School Picture committee may also give a sign-up sheet to each classroom teacher, so that teachers can keep a list of retakes.
9. The PTO School Picture committee will provide a box in the office for returned picture packets.
10. On retake day the PTO School Picture committee should collect returned packets from the box in the office, and then get the students from their classrooms and take them to the photographer.
11. The retake pictures will be delivered to Greeley and again, the PTO School Picture committee will sort through them and identify any problems and deal with them accordingly, and distribute the retakes to the classroom teachers' mailboxes.