

General Meeting Next Week

Don't forget the CSB general meeting **Tuesday, January 28 at 7:00pm** in the Perry High School Cafeteria.

Directions: On Queen Creek, 1/4 mile east of Val Vista. Turn south onto Perry Puma Drive. Park in the student parking lot on your right. We are meeting in the Cafeteria.

[Campus Map](#)

1099 Forms Due **TODAY**

See article in the "Best Practices" section for more information.

FROM THE DIRECTOR LISA KNOX



Message from the CSB Director, Lisa Knox

Happy New Year! Happy New Decade! I hope your holidays were relaxing and filled with lots of time with family and friends.

Be sure to check out this month's newsletter for updates regarding upcoming trainings as well as the next CSB Expo on February 1.

I look forward to seeing you at the next CSB General Meeting. Details are elsewhere in the newsletter.

TRAINING



Training Update

Here is the anticipated training schedule for the coming months.

Tax Credit Guidelines and School District Finance

Wednesday, Jan 29, 2020	Casteel HS	7-8:15pm	Library
Wednesday, Feb 19, 2020 Note Date & Time Change	Perry HS	5-6:00pm	PHS Auditorium

Summer Planning and Officer Transition

Tuesday, April 7, 2020	Elementary Group A (see below)	7- 8:15pm	Tarwater Elementary Media Center
Wednesday, April 8, 2020	Elementary Group B (see below)	7- 8:15pm	Weinberg Elementary Media Center
Tuesday, April 21, 2020	Jr High	7- 8:15pm	Santan Jr High Fulton Theatre
Wednesday, April 15, 2020	ACP Erie	7- 8:15pm	Library
Thursday, April 16, 2020	Basha HS	7- 8:15pm	Room F207
Wednesday April 22, 2020	Casteel HS	7- 8:15pm	Library
Thursday, April 27, 2020	Perry HS	7- 8:15pm	PHS Cafeteria
Thursday, April 28, 2020	Chandler HS	7- 8:15pm	CTE Lecture Hall
Wednesday, April 29, 2020	Hamilton HS	7- 8:15pm	C107

Training Groups for Elementary Schools

Group A-Elementary

Andersen
Bologna
Conley
Frye
CTA-Goodman
CTA-Liberty
Galveston
Hancock
Hartford SE
CTA - Humphrey Campus & Elite Performance Academy
Knox Gifted
Sanborn
San Marcos
Shumway
Tarwater

Group B-Elementary

Auxier
Basha

Carlson
CTA-Freedom
CTA-Independence
Fulton
Haley
Hull
Jacobson
Navarrete
Patterson
Riggs
Ryan
Santan
Weinberg

If you are unable to attend the session designated for your school, feel free to attend another session scheduled for the same grade level.

Centralized Accounting

The next newsletter will outline plans for the next phase of implementation for Centralized Accounting.

Stay tuned!

BEST PRACTICES



2nd Semester Planning

by Michelle Dexter

You've survived the holidays and a busy first semester, but as you look ahead to second semester and end of school activities, you may be wondering where you'll find the resources and volunteers to have another successful semester.

First, it is not too early to start thinking of those events that will not happen until the 4th quarter. If you have not chosen your teacher appreciation or end of season banquet theme (or theme for another event), figure it out now. You do not need to iron out all the details, just find a theme everyone can get excited about.

Once you have a theme, see if you can break the event into small tasks. Food, decorations, gifts, etc. Break down as far as you can go without making it overly complicated. More specific tasks can be filled in later. If your event is one day, food can be its own task. If the event is over several days, food may be broken down into a task for each day.

Once you have a general breakdown of the event tasks, start recruiting people to take the lead on those tasks. Give them general guidance, but the freedom to make it their own. Yes, you'll want someone who oversees

everyone else's duties, but you should have more luck having three people to take on smaller tasks than finding one person to take it all on.

During the next few months you can brainstorm more ideas related to your theme and start to gather theme related goods that will make your event look well thought out. Encourage each person to recruit their own team to assist with their task. The person who oversees the event should check in regularly with the task leaders to make sure plans are being made, are within budget, and are on schedule.

Finally, many businesses start with a new budget in January. Now is a great time to seek donations for events this semester. Whether you receive a donation of a gift card you'll use as a teacher gift or to purchase needed supplies, you can start now before the donations budget for your favorite local store has been expended.

Thank you for all you do! Our school community benefits from the volunteer hours and money provided through CSB PTOs and Boosters.

Form 1099 Tax Template Due Today

CSB will be issuing 1099s to vendors for the following: rentals (bounce house, lights face painters, etc.), services (cleaning, clerical, etc.) and prizes and awards. Please provide this information regardless of the total amount spent on each vendor. The information is required for aggregate calculations by CSB Administration.

Navigate to the Forms and Documents page on the Chandler School Booster website at <https://www.chandlerschoolboosters.org/taxes/>. Alternatively, go to Chandler School Booster website: www.chandlerschoolboosters.org. Once at the home page, click on MENU at the top of the page to access the menu options. On the Menu screen, select Forms and Documents.

On the left side of the screen, select 1099 Instructions 2019 to view or download instructions for completing the 1099 template. Select 1099 Template 2019 to download the template and begin entering the required information.

Send the completed template to Erin Northrup at admin@chandlerschoolboosters.org.

ANNOUNCEMENTS



ATTENDEE REGISTRATION 2020

PT &
BOOSTER
EXPO

VENDOR
FAIR
DON'T
MISS IT!

SATURDAY FEB. 1

8:00am-1:00pm | HAMILTON HIGH SCHOOL

TRAINING & VENDORS! FREE CSB EVENT!

NO CODE NEEDED

REGISTER AT: tinyurl.com/CSBFeb20

GUIDELINES & REGULATIONS



Is Your Entire Board Registered?

ALL board members for PTO and booster groups, as well as all CSB reps and alternates, need to register on the CSB website: <https://www.chandlerschoolboosters.org/>

This is how you will continue to receive CSB communications. When creating your account, please be sure to fill out all information on the form.

**Please check with your board to make sure everyone has registered.*

***Please pass these instructions on to incoming board members.*

Create Account

Registration Forms

We also need each member group to fill out the registration form and return to Erin via email: csb_adm@outlook.com

Registration Form

Review Bylaws

With the changing of officers on your board, please be sure to review your group's bylaws as well as the CSB bylaws before the start of each new school year. As a reminder, your bylaws should conform to the [Bylaws Template](#).

And if you ever make changes to your bylaws, you must keep a copy for your records and submit a copy to Erin:

csb_adm@outlook.com

CSB Bylaws

DON'T FORGET



Upcoming Dates

Tuesday, January 28, 2020, 7:00pm CSB General Meeting. Perry High School cafeteria.

Saturday, February 1, 2020, 8:00am - 1:00pm Winter PTO & Booster Expo. Hamilton High School

Thursday, April 23, 2020, 7:00pm CSB General Meeting. Hamilton High School cafeteria.



Chandler School Boosters Board

Amiee Valenzuela-Altomare, President: azaltomares@gmail.com

Nicole McCabe, Vice President: nicoleconleypto@gmail.com

Leeann Nance, Treasurer: lachristensen@gmail.com

Jessy Wallace, Secretary: wallacejessy@gmail.com

Michelle Dexter, Board Member

Jenn Shinyeda, Board Member

Sherry Simon, Board Member

Kate Conchuratt, Board Member

Heather Sneddon, Board Member

Chandler School Boosters Contracted Employees

Lisa Knox, CSB Director: knox.lisa@cusd80.com

Lyle Bonfigt, Director of Marketing & Communications: lyle@chandlerschoolboosters.org

Erin Northrup, Administrative Assistant: csb_adm@outlook.com

Christy Francis, CSB Centralized Accountant: csb@csbap.org

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