

Specials Teachers and Office Staff Birthdays

- Figure out how much you have to spend on each staff person based on the money that came in from the Home & School dues.
- Divide that out to get each of them a gift card and then add something small like cookies or popcorn for each person.
- Once you know the gift card amount, submit a PO to get the Hy-vee card to go purchase gift cards. Last year Brooke had to make some calls to Hy-vee, but then went with the card and bought around \$1000 worth of Amazon gift cards. Then we had them in the office to use as needed. You could also try to order gift cards off Amazon too??? Your choice on what to give staff though, but gift cards are the way to go.
- Use the following link to fill out the Purchase Order....I included both links in case the first doesn't work.
- https://www.pdfFiller.com/en/link_to_fill/519054870.htm

- <https://school.stephen.org/home-and-school/>
- After the PO is filled out, please send a copy of the PO along with an email to Brooke Keller (ssmhomeandschool@gmail.com or bnkeller@gmail.com), Susie Leuchen (susieleuschen@gmail.com), Kelly Raynor (kellyraynor5@gmail.com) Becci Neesen (becciandevan@gmail.com) and the Home & School treasurer (ssmhomeandschooltreasurers@gmail.com)

Any questions? Please ask Kelly Raynor (402)578-8725 or Becci Neesen (402)321-8867