

Kaneland McDole Elementary PTO

PTO Shed Use

1. In the back corner of the Multi-Purpose Room at McDole, there is a school storage room with two blue doors. These doors are typically locked. See Carol Goff or the janitorial staff to gain access to this room. Inside this room is the PTO shed.
2. The shed is locked with padlocks at the top and bottom of the doors and is to remain locked at all times. The key is kept in the school office with Carol Goff.
3. The PTO shed is used for storing all PTO supplies.
4. When supplies are needed for an event, be sure to check the inventory in the shed *before* making any purchases.
5. When an event is over, return remaining supplies to the PTO shed. Items must be placed in the correct organizing containers. This ensures that the shed remains neat and that items can easily be found when they are needed.
6. After use, any reusable food containers and drink dispensers must be washed thoroughly before they are returned to the shed.
7. Under NO CIRCUMSTANCES will food be kept in the shed. If there is food leftover after an event, this food is to be kept in the locked cabinet specified for PTO food inside of the McDole kitchen. See Carol Goff for the key.
8. Items that can be found in the shed include the following:
 - a. Three - 5 Gallon Water/Beverage Coolers/Dispensers
 - b. Paper products: napkins, cups, plates, bowls, utensils
 - c. Decorations: balloons, curling ribbon, crepe paper, battery powered candles
 - d. Family Fun Night supplies: games, blow-ups, balls
 - e. Bingo Set w/ markers
 - f. Tri-fold publicity board
 - g. School Store items: License Plate Holders, Croc Charms, etc.
 - h. Office Supplies: Pens, Markers, Paper Clips, Etc.
 - i. Tally Supply Kit: Adding Machine, Calculators, Tally Forms
 - j. Order Form/Money Collection Files
 - k. Popcorn Machine and Supplies
9. If at any time you find the condition of the shed to be unacceptable, please contact the PTO Treasurer: Stephanie Beattie, 630-409-5030 or stephaniepto@gmail.com.