



815 N. Ella Street · Orrville, Ohio 44667 · Website: ww2.orrville.k12.oh.us/pto/

August 2023

Dear Orrville Elementary and Middle School Staff:

As a PTO member, you automatically qualify for a \$100.00 reimbursement! That's right, the PTO will reimburse you for classroom expenses up to \$100.00. All you have to do is Join the PTO!

Red Rider Re\$ource procedures are as follows:

1. You must be an **active member** of the Orrville PTO prior to submitting a reimbursement request. The membership fee is \$5 and must be paid per teacher not per household.
2. Teachers must attach receipt(s) totaling the amount to be reimbursed, not to exceed **\$100.00**.
3. Requests must be completed and returned to your principal for approval.
4. ALL requests **MUST** be turned in by March 1st, 2024 for reimbursement.

"Red Rider Re\$ource" Ideas

- Any in class project, book order, party or supplies.
- Teachers can pool their money for a larger ticket item.
- Teachers can donate their money to any school related activities. Examples: School Field Trips, library, music, clothes closet etc. If you wish to donate, simply fill out the reimbursement request and state what you would like your funds to be donated to.

The PTO is requesting all reimbursement be submitted before April of 2023 We would like to ensure you receive your reimbursement before the end of the year.

Attached are the following important PTO documents:

- [PTO Membership Form](#)
- [Teacher Reimbursement Request](#)

If you have questions regarding eligibility, please don't hesitate to contact Sasha Stark at [sstark1211@gmail.com](mailto:ssstark1211@gmail.com).

Sincerely,
Orrville PTO Executive Board