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Lauri Haugen
Principal
Fabyan Elementary School

GENEVA COMMUNITY UNIT SCHOOL DISTRICT #304

To the Geneva 304 School Board,

Per request in years past, this letter serves as Fabyan PTO's declaration of gifts exceeding \$500 to Fabyan Elementary for the school year of 2022-23.

From Amanda Campana, Fabyan PTO Treasurer:

- **Assembly-** We have planned \$800 for assemblies throughout the year. Its occurrence is subject to procuring a speaker, scheduling availability and authorization from Mrs. Haugen.
- **Birthday Books-** \$1500 for the purchase of books. Students are encouraged to come to Mrs. Haugen's office on their birthday and pick out a free book from the collection.
- **Field Trips-** \$1,200 for field trips throughout the year.
- **Outdoor Ed-** \$1,800 for 5th grade outdoor education planned for September 26th-28th.
- **Staff Reimbursement-** \$4,310 for teachers/staff. The Fabyan PTO provides a yearly distribution to reimburse teachers and staff for out-of-pocket expenses for classroom supplies and other instructional materials. The money the PTO donates is generated by all of the fundraising efforts from the previous year.

If further clarification is needed, please contact our PTO treasurer, Amanda Campana, at treasurer@fabyanpto.org.

Sincerely,

Mrs. Lauri Haugen

Principal, Fabyan Elementary School

LHaugen@Geneva304.org