

Venmo and HA PTO

The HA PTO Venmo account name is **@Houston-AcademyPTO**. We will be using this account for almost all PTO activities (PTO Uniform Resale, Teacher Luncheons, Spirit cards, Raider Run Sponsors and Sign up for participates, etc). Please note, that Raider Retail has a separate venmo account and should only be used for Raider Retail purchases. In order to ensure your money goes exactly where you want it to go, please be very specific in your notes. Please see the “cheat sheet” provided for guidance. We hope this will work well for all areas of fundraising for HA PTO. Please contact us with any questions at elaine_thomas@yahoo.com.

VENMO “Cheat Sheet” (list the following information for the PTO activity you are submitting funds to)

Raider Run:

Sponsor- Business name, contact person, phone, sponsorship type, amount

Participate Sign Up- Name, Age, M/F, student(include grade and teacher), parent/family member, teacher, community member, out of town participate, phone number, address, type of race (5K run, 5Kwalk, Fun Run, t-shirt only), tshirt size, emergency contact, etc (must still complete a waiver, sign, and date)

Spirit Cards:

Name, phone number, student name, teacher’s name, grade, spirit card letters you are purchasing and how many of each, total cost.

Teacher Luncheons:

Name, Phone number, grade, amount providing

PTO Uniform Sale:

Name, number, clothes, books, total amount

MayFair - please follow instructions on the order sheet