

Memorial PTO

2017-2018 Handbook



WELCOME

Welcome to a new school year! As a board member for the last four years, I've worked hard to help bring our Memorial community together in really fun ways. In the role of president, I want to encourage both new and experienced Memorial families to embrace the joy of the elementary school years. My youngest daughter is now a fourth grader, and it is bittersweet that her elementary years are almost over. My hope is that you will be inspired to join the PTO's mission to help make your child's years at Memorial something your whole family will cherish for a lifetime. I am ready to build an inclusive and energetic PTO. Let's do our best for our kids and have a good time doing it!

Please consider joining us to help, whether it's one event or multiple events throughout the school year! If you are looking to make a commitment, we are looking to fill the positions of Fundraising Chair and Corresponding Secretary.

Cheers to a fantastic school year!

Kristen Carr

kristen_h1222@hotmail.com

Mission Statement

The Memorial PTO is dedicated to providing enrichment opportunities for our children and enhancing community involvement. Our goal is to provide funds that enhance the education of students through cultural arts programs, assemblies, technology, etc. We also aim to foster a relationship between families, students, and staff through Family Fun Nights and staff appreciation days.

How is the money used?

Enrichment: We provide cultural arts programs for each grade, add books to the library and classrooms, add new technology to the classrooms (like pods of Nooks, ipads, website memberships), supplies for special units, and pay for field trip busing.

Social Events: We sponsor Family Fun Nights and staff appreciation celebrations.

Teacher Requests: We support teacher innovation by providing funds for teachers. Some requests we have fulfilled in the past are: flexible seating in classrooms, Read Across America supplies, playground chalk, bucket drums for PE, Tower of Books prizes, and more!

Important Dates

General Meeting Dates
Typically Second Tuesday or Wednesday of each month (except for first meeting)* <small>* May change depending on survey results</small>
Memorial School Library (except for first meeting) 7:30 PM * <small>* May change depending on survey results</small>
Tuesday, September 19 , after volunteer training, in the cafeteria
Wednesday, October 11
Tuesday, November 7
Wednesday, December 13
Wednesday, January 10
Tuesday, February 13
Wednesday, March 14
Wednesday, April 11
Wednesday, May 9
Wednesday, June 13

PTO Events
August <ul style="list-style-type: none"> • 26th - Kindergarten Play date
September <ul style="list-style-type: none"> • 8-14 Fall Book Fair
October <ul style="list-style-type: none"> • 2 - National Custodial Worker Recognition Day • 5 - Move-a-thon • TBD - Halloween Spooktacular • 19 & 20 - School Picture Helpers
November <ul style="list-style-type: none"> • 29 - Dec. 8 - Holiday Shoppe
December <ul style="list-style-type: none"> • Nov. 29 - Dec. 8 - Holiday Shoppe • TBD - Gingerbread House Night
January
February
March <ul style="list-style-type: none"> • TBD by Mrs. Gale Read Across America
April <ul style="list-style-type: none"> • 25 - Professional Admin. Assistance Day
May <ul style="list-style-type: none"> • 4 - School Lunch Hero Day • 8 - Teacher Appreciation Day • 9 - National School Nurse Day • 21-25 National Educational Bosses' Week • TBD - Spring Book Fair
June

****You will now be able to use your credit/debit card through PayPal, to pay for items at PTO events.****

Ways to Volunteer

Book Fairs Chair & Volunteers: Have you always loved books? If you want to share your zeal for books with the students of Memorial School, running the book fair is an awesome way to do it. This is a larger time commitment, and it may be something that you want to do with a group of friends. We also need people to help the kids shop during their assigned library time so that all children are able to purchase books if they so wish. There is a special need for volunteers who can commit to longer shifts at the fair and learn how to run the registers.

Corresponding Secretary: This job entails keeping the school community aware of what is happening with the Memorial PTO by posting on Facebook, our website, and maintaining the school lobby display case. You can even create a monthly PTO newsletter!

Cultural Arts Members: Do you want to help, but work full-time and can't commit to being at the school during school hours? Cultural Arts is a great way to help. You set up the assemblies for two grades via phone or email. The Cultural Arts chair will keep in touch with you to report to the board and general members. It doesn't take much time, but the rewards are huge for the students.

Family Fun Night Chair and Members: Throughout the year, the PTO holds several fun family events. Last year we had a Halloween Spooktacular and Gingerbread House Decorating Night. We are looking for people to help sell concessions, set up, and so much more. If you are willing to help plan, prep, or host one or all of our Fun Night events, please let us know!

Fundraiser Chair and Members: Each year we host two fundraisers, one is flat donations and the other varies from year to year...we are open to new ideas! For the past two years, our big fundraiser was a calendar raffle which brought in \$10,000 for the school! This year we are hoping to do something different and we'd love someone to spearhead this.

Holiday Shoppe: We have a chairperson leading this, but we need a few more people during school hours to help set up, restock, and ring registers during the shopping times. If you are able to donate some of your time November 29 - December 8 during school hours to help our committee with restocking, bagging purchases, running the cash registers, and helping kids shop, please sign up. This is a fun event to volunteer for during the holiday season! We are also looking for someone who is interested in taking over this event for next year. Our chairperson is ready and willing to train someone new.

Library: Help shelve books for Mrs. Gale in the library once a week or once every other week, or whenever works for you. Other library projects may include changing out the display case, processing new books and checking books in.

Photographers: We need parents to take pictures of PTO and school events throughout the year. Pictures are used for the school yearbook, posted on the PTO Facebook page, and displayed in the school's front lobby.

PTO Bakers: Throughout the year baked goods are needed for events such as Read Across America, Book Fair Sneak Peek breakfasts, meetings, etc. This is a quick and easy way to volunteer!

PTO Taxes: Are you qualified to process the state and federal taxes for the PTO (a non-profit organization)? If so we'd love your help! Please let us know!

Route 140 Sign Changing: Volunteers are needed each month to update the message board during school hours. The office provides the messages; you just need to swap all the letters around. It takes about thirty minutes to update the sign.

School Pictures: Come in for the morning and/or the afternoon on school picture days to organize the kids and make sure they look picture perfect for the photographers. We need 2-3 volunteers per shift.

Square 1 Art: Volunteers needed in early December to help our Square 1 Art chairperson sort and distribute Square 1 Art purchases to the classrooms.

Staff Appreciation Chair and Committee: The Memorial staff works tirelessly for our children. You can help show how much we appreciate all they do to keep the school running smoothly by organizing a celebration day or by helping out the day of. We are also looking for someone to oversee all of the appreciation days.

Grant Writing: Do you have experience writing grants? If so, we need you to research and/or submit for grants. This is a great way to bring in funds that help us provide many cultural arts events for our kids.

*If you would like to share other talents with the Memorial community, please contact a board member to see how we can incorporate your gifts.

Other Ways to Help

Become a member of the General PTO

By paying your \$5 dues, you support the PTO's efforts to improve our children's educational experience. You are also entitled to vote on general PTO matters once you've attended one meeting. You are welcome to help as little or as much as you'd like. By becoming a general member you are not mandated to attend meetings or volunteer, but we really hope that you will!

Do you have a fundraiser suggestion? Do you have an idea for a cultural arts program to share with the school? Please share your ideas! Attend a meeting or email a board member.



Box Tops

Simply cut out the Box Top labels from products like General Mills, Annie's, Lara Bars, Kleenex, Lysol, Ziplock & Hefty, and have your child bring them into school. Have your family members save them as well. We earned over \$1,500 last year in Box Tops!!



Amazon

You can give to Memorial PTO by shopping as you normally would, without any additional cost to you. Go to our website and click the link on the PTO website and bookmark for later use. You can also use Amazon smile <http://smile.amazon.com>. When you set up Memorial School PTO Upton as the organization, Amazon donates 0.5% of each purchase to our school.



PayPal

On the PTO website you will find a PayPal donation button. If you are moved to donate funds to support Memorial students, this is an easy way to donate directly. (You will also be able to use PayPal to purchase items at PTO-sponsored events.)

Interested in becoming a board member?

President: Oversees and directs the PTO activities; Serves as a liaison to the Principal

Vice President: Assists President in directing PTO activities

Treasurer: Responsible for all PTO accounting, including payment of bills, preparation and posting all monthly financial information for members review, balancing books and preparation of an annual budget for the following school year

Recording Secretary: Serves as general PTO and Executive Board and keeps minutes from meetings

Corresponding Secretary: Primary liaison between the Executive Board and the community; Receives emails from other co-chairs to be a point person for communication dissemination; Works closely with Website Coordinator

Volunteer Coordinator: Works with various chairs to obtain volunteers for PTO events.

Cultural Arts Chair: Responsible for communicating with cultural arts committee members and reporting to the President and members

Fundraising Chair: Coordinates all fundraising activities such direct requests, and other ideas that members vote on moving forward with

Contact Information

- Be sure to “like” us on Facebook (Memorial Elementary School PTO)
- Visit our website at www.MemorialPTO.org.
- Feel free to reach out to any board member

2017-18 Board Members Contact Information

President	Kristen Carr	kristen_h1222@hotmail.com
Vice-President	Vacant	
Treasurer	Christine Adams	Krysmastree@yahoo.com
Recording Secretary	Jennie Madrigal	Jennie1056@gmail.com
Corresponding Secretary	Vacant	
Volunteer Coordinator	Carol Ferrell	carolcferrell@gmail.com
Cultural Arts Chair	Juliet Rodriguez	julietrodriguez14@yahoo.com
Fundraising Chair	Vacant	

