

Amelia Earhart
Elementary P.T.O.
(Parent Teacher Organization)



Amelia Earhart 2008 - 2009

PTO Board

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<http://www.goddardusd.com/Earhart/pto.html>



Welcome to Amelia Earhart Elementary!



The Parent Teacher Organization (PTO) welcomes you to our Amelia Earhart family. Following is your guide to PTO, school activities, volunteer opportunities, fundraising and general information.

Who are we? PTO includes all parents and staff of Amelia Earhart. The PTO Board is made up of eight people (President, Fundraising VPs, Volunteers VP, Secretary, Treasurer, Principal and Teacher Representative) who administrate and organize the approved activities and budget. We meet on the first Friday morning of each month, with exceptions for two scheduled evening meetings. Everyone is encouraged and welcome to attend and participate in PTO meetings.

Our purpose: Enhance the educational experience of all of our students, provide teacher and classroom support and coordinate community-building activities.

Following is a brief description of various school and PTO sponsored activities as well as volunteer opportunities for parents. We hope this helps answer any questions you might have. Please feel free to contact us about any questions or suggestions.

Fundraisers: We conduct one catalog-based fundraiser each school year in the fall. All fundraising orders are to be pre-paid, and delivery is approximately one month after the fundraiser ends. Prizes are awarded to students based on their sales and participation. All proceeds are used by PTO to fund our annual budget. Examples of past PTO purchases are: school t-shirts for every student each year, recess equipment, library books, CD players for the classrooms, listening centers, climbing wall, skates for P.E. class, popcorn machine, children's authors visit, field trips, shoe cubicles for each classroom, cloth letter people for kindergarteners, etc.

Our second fundraiser is a family Bingo night held in the second semester of school. Last year was our first annual Bingo night, and we were pleased with raising \$2000 and having fun together.

We also accept donations to PTO to benefit the students at Earhart. Please see page 8 for the donation form.

Parties: Three parties are held each year (fall, winter and Valentine's Day). The fall and winter parties are held in the morning and the Valentine's party will be held in the afternoon. Siblings are invited to the fall party only.

Volunteers:

- Room parents/Co-Room parents coordinate the volunteers, menu and activities.
- Parents supply food, treat bags, supplies and assistance for each party.

Skating Parties: Held approximately every 6-8 weeks at Carousel Skate Center (312 N. West Street). A flyer announcing each date, cost and time will be sent home with your student. All Amelia Earhart students and families are invited. Parents who wish to help their children skate may walk along on the rink as well. You only pay if you skate. All children must be accompanied and supervised by a parent. PTO earns approximately \$1.00 per skater. Skating parties are a great way to meet other Amelia Earhart families. Plus, it's a lot of fun!

Volunteers: Two people to take money and give admission tickets at windows.

Pizza Hut "Fun" Draiser: Held approximately every 2-4 weeks (we will send home flyers with your child to announce the dates) and is valid at the Goddard Pizza Hut and the Maple & Maize Pizza Hut. Just complete and turn in your form when you pay and Amelia Earhart PTO receives 20% of the total bill.

Book Fair: Held in the library the week before and during fall and spring Parent/Teacher conferences. During library class time, students can make wish lists to show their parents. They may also bring money and make purchases. Parents are also welcome to shop the book fair. All proceeds support the library.

Volunteers:

- Book Fair Coordinator: Arrange for volunteers to work the book fair and set up/take down.
- One to three needed during each morning and afternoon shift. Duties include checking out purchases, helping students with their wish lists, straightening book fair area. Plus, receive book fair credit for each shift you work.

Picture Day: Held in the fall, spring and retakes. Volunteers help bring classes to the photo location, line them up, comb hair, etc.

Grandparents Day Lunch: Held in September for 1st- 4th grade. Reservations are required and lunch may be pre-ordered or brought in. Pictures are taken by PTO for a small fee and are optional.

Volunteers: 10-15 needed. Duties include decorating cafeteria, front check-in tables, escort grandparents to the classroom, picture forms/payment, photographer and assistant, download pictures and floaters.

Field Day: Held in May at Goddard High School stadium. All students enjoy games, races and activities. Morning: AM Kindergarten, 1st and 2nd grades. Afternoon: PM Kindergarten, 3rd and 4th grades.

Volunteers: set-up and 4-6 needed for each class to assist small groups of students during their field day activities.

Math and Science Day: 2nd, 3rd and 4th grade

This is a special day full of math and science projects. Students rotate between classrooms in their grade and learn about various science areas. The students also make projects to take home with them.

Volunteers: Kim Roskam, Coordinator

- Coordinator: Work with science teacher to prepare projects and supplies.
Coordinate the volunteers.
- Volunteers: Help organize project materials and set-up weeks before math & science day.
Help in various classrooms (assigned by the science teacher and/or coordinator).
Provide snacks and drinks for volunteers working during the day.

Parent/Teacher Conferences: Held in October and February. PTO sponsors snacks, beverages, and an end-of-conference meal for our dedicated teachers and staff.

Volunteers:

- Coordinator: Plan menu
Contact volunteers and arrange for food donations
- Volunteers: Provide various snacks, drinks and items for the meal.

Holiday Shop: Held in December. PTO purchases items for the students to shop for parents, siblings, grandparents, etc. Prices usually range from \$1.00-\$10.00 per item.

Volunteers: 4-5 needed for each morning and afternoon shifts. Duties include set-up and assisting students with their shopping.

Staff Appreciation Week: Held in May. PTO sponsors a luncheon to honor our dedicated teachers and staff. Each class is asked to donate items and/or money to make themed gift baskets to be given away during the luncheon. Staff members then enjoy choosing their gift from all of the beautiful baskets. A letter will be sent home with your student regarding your class gift basket theme.

Box Tops: Please save Box Tops for Education on specially marked products or go to www.boxtops4education.com. You may clip and send box tops to school with your child. More information will be provided by the coordinator.

Volunteers: One coordinator and individual class counters.

White's IGA-Goddard: You can put these in the Earhart box at White's IGA or the box in the school office. We receive a percentage of the total and the principal can order items from a catalog for our school.

Upromise: See page 9.

As you can see, PTO is very involved with our school, students, teachers and staff. Parent support and volunteering is vital in each and every way. Thank you for all of your support and help. We could not do it without you - our wonderful, dedicated parents!

OPTIONS FOR VOLUNTEERING AT AMELIA EARHART

The Amelia Earhart PTO appreciates its many volunteers! **Please turn in this form by Thursday, September 4th**, to let us know which activities you'd like to help with this school year. You may also contact us for more information on any of these events.

If you volunteer for anything this school year, please join us at **Earhart on Monday evening, September 8th at 6:30** for an informative volunteer meeting. Thank you in advance for helping us make this a fantastic school year at Amelia Earhart!

Student Name: _____ **Teacher:** _____

Student Name: _____ **Teacher:** _____

Parent Name: _____

Phone Number: home _____ cell _____

E-Mail: _____

*If interested in helping in the classroom, please contact the teacher directly.

Room parents organize, help plan, and attend three classroom parties: October 27, December 23, and February 13. You would be provided with a list of parents who would like to send items, attend the party, or do both. This is a great service we offer to our teachers at Earhart, and each classroom needs at least one room parent. Please contact a PTO member if you have further questions.

Head Room Parent **Yes / No** Teacher(s): _____

Co-Room Parent **Yes / No** Teacher(s): _____

Picture Day Volunteer: **Box Tops Counter (can be done at home):**

_____ Fall: September 12 (filled) Coordinator

_____ Spring: April 8 _____ Volunteer

Grandparent's Luncheon (9/26): **Conference Meals and Staff Appreciation:**

_____ Volunteer (provide meals and snacks for teachers)

_____ Photo Assistant _____ Coordinator

Fundraising Pick-up at School: _____ Provide food October 29-30

_____ Set up afternoon (10/7/08) _____ Provide food February 25-26

_____ Volunteer 4-6:00 (10/7/08) _____ Provide food May 4-8

Book Fair:

_____(filled)____ Coordinator
 _____ Volunteer October 20-30
 _____ Volunteer February 16-26

Field Day May 11th:

_____ Set-up or tear-down
 _____ Volunteer K AM, 1st, and 2nd
 _____ Volunteer K PM, 3rd, and 4th

Math and Science Day (1/23) 2-4th grades:

_____(filled)____ Coordinator
 _____ Gather materials
 _____ Volunteer in classrooms
 _____ Provide Food

4th Grade Math Night

(April 26, tentative date: 4-7:00)
 _____ Volunteer
 _____ Find Prizes

Skating Parties:

(Volunteer to take money)
 _____ September 30
 _____ December 11
 _____ January 26
 _____ March 3
 _____ April 21

Holiday Shop:

_____ Set up November 24-25
 _____ Help students shop first week of Dec.

White's Receipts:

_____ Add and bundle receipts at home

Bingo Family Night

_____ Planning Committee
 _____ Help prepare and serve food
 _____ Concession stand volunteer
 _____ Sell raffle tickets

2008/2009 PTO Officers:

Michelle Bell, President: 721-0342 kmnck96@sbcglobal.net

Kelly Mahoney, 1st Co-Vice President (Fundraising): 721-3915

mkisbest2006@yahoo.com

Tammy Thomas, 2nd Co-Vice President (Fundraising): 729-8732

tthomas51@cox.net

Annie Morgan, 2nd Vice President (Volunteer Coordinator): 531-2020

anniemorgan22@yahoo.com

Patty Raney, Secretary: 613-3663 apraney@cox.net

Rebecca Peery, Treasurer: 794-7729 peerytribe@pixius.net

Other Amelia Earhart information and policies:

- When entering/exiting the building for any reason, please sign-in and out in the office and put on a visitor sticker.
- The parent/teacher workroom is located between 1st and 2nd grade pods (across from library entrance). Items located here include laminating machine, die cuts, paper cutters, tables, scissors and staplers. The copier is located in the office and your teacher can provide an ID number if you are making copies for your class. We will be glad to show you how everything works at the September Volunteer meeting.
- Students are welcome to have guests at lunchtime. After signing in, please proceed to the lunchroom and meet your child at the reserved guest table.
- **Field Trips**
Parent help is appreciated. Please consult with your teacher about helping with field trips.
Transportation for helpers is not provided, please meet at the event. However, sometimes Kindergarten needs more supervision on the bus. Siblings are not allowed to attend the field trips.
- **Classroom Volunteers**
Please discuss classroom volunteering with your teacher. Volunteers must work with students in an area supervised by staff and must respect confidentiality of all students. There are also opportunities to help from home (i.e. cutting, sorting/arranging projects, etc.).
- **Parent Volunteer Meeting**
The parent volunteer meeting is held in September. This is a great way to meet other parents, staff members and the PTO board. Please feel free to ask questions. Notebooks will be given to the room mothers. We will also discuss building procedures and equipment you may need to use when you are in the building. The meeting will end with a tour of the building.

Donations to P.T.O.

The goal of P.T.O. is to enhance the learning experience for every student. Each year, your Amelia Earhart P.T.O. works hard to make every fundraising dollar go as far as possible and benefit the entire student body. The money raised from fundraising is used for items and programs that otherwise would not be available to our students or would be fully charged to the parents (i.e. field trips). In addition, some funds are used to show appreciation and support to our dedicated teachers and staff.

Fundraising is one way to support P.T.O. Another option is to make a donation. If you or family/friends would care to make a donation, please fill out the form below and enclose it with your donation. Some activities may still require fees sent to school and other volunteer/donation requests may still be made throughout the school year.

On the back side, please list any family and friends who donated money through your student so we may send them a thank-you note!

Donations made by immediate and extended family or friends earn rewards for the student:

\$25 Student receives a thank-you gift

\$40 Student receives a thank-you gift and a special **Stage Dining Pizza Party**

(Families with two or more students earn the Stage Dining Pizza Party with a total of \$80 donated.)

Please fill out and enclose one form per family and make checks payable to:

Amelia Earhart P.T.O.

Please send form and check(s) back to school in an envelope with student name, teacher name and "PTO Donation" written on the envelope. Thank you!

Amelia Earhart Elementary PTO Donation

Student Name(s): _____

Grade(s): _____ Teacher(s): _____

Parent Name(s): _____

Address: _____

City: _____ Zip Code: _____

Total Donation Amount: _____ Date: _____

PTO use only

Date received _____ amount received _____

IMPORTANT REMINDER TO PARENTS:

FAMILY SKATING PARTIES

Amelia Earhart Elementary School

PTO hosts the school skating parties for our school. However, PTO, Carousel Skate Center, nor the school is responsible for supervising your child at Carousel Skate Center.

Your child is your responsibility if your child attends the FAMILY Skating Parties.

If you are not able to attend, your child must be with another family willing to accept responsibility for your child.

NO CHILD IS TO BE DROPPED OFF AND LEFT AT THE SKATE CENTER WITHOUT ADULT SUPERVISION

PTO and their families are there to have fun and enjoy their family time together. Please plan on joining the fun. Bring your children . . .

STAY . . . Visit . . . Skate . . . Laugh

It is Carousel Skate Center's right, and it is their practice, to call the police if a child is left unsupervised at the end of a skating party.

Thank you for your cooperation and for helping to keep our children safe.



2008-2009 Carousel Skating Parties – 6:30 - 8:30 p.m.

Monday, August 25

Tuesday, September 30

Thursday, December 11

Monday, January 26

Tuesday, March 3

Tuesday, April 21



Upromise® Schools Program

Dear Amelia Earhart Elementary Parent:

I'm pleased to announce that, beginning August 2007, **Amelia Earhart Elementary** will be participating in the **Upromise® Schools Program** – an exciting new fundraising program that can raise significant funds for our school, while helping you save for your child's college education. The program is brought to us by **Upromise**, the free service that, for over five years, has been helping families save for college.

Through the Upromise Schools Program, you and other parents can:

- **Earn bonuses for our school** – You can earn bonus funds for our school when you join Upromise and participate in select Upromise programs like dining out and shopping online.
- **Turn your everyday spending into funds for our school** – Through Upromise, you can earn cash rewards on your eligible everyday spending on groceries, gas, online shopping, and more – and allocate some or all of the rewards you earn to our school.

In addition, you can invite your **Family & Friends** to help raise funds for our school – and help you save for college, too!

Whether you're currently a Upromise member – or haven't yet joined – you can participate in this exciting fundraising program. Joining Upromise is free and easy. Simply go to **upromise.com/schools** to sign up today and learn more about this program! Existing Upromise members can link their Upromise account to our school account through the "My Account" section of the Upromise website.

Sincerely,

Rachel Purdy
Amelia Earhart Elementary, Upromise Schools Program Coordinator

PS – Remember... we need your support! If you are already a Upromise member, link your account to our school account today! If you haven't yet joined Upromise, it's simple! Just go to **upromise.com/schools** and sign up today!