

F.Y.I

BECOME INVOLVED IN THE PTO!

Creative or all thumbs?

A leader or prefer to follow?

Stay-at-home parent or work outside the home?

No matter who you are, We Need Your Help!

Below is a list of dates for this years PTO meetings. All meetings begin at 6:30pm and conclude by 7:30pm. Reminders for meetings and PTO events are distributed prior to the event.

PTO Meeting Schedule

October 5, 2011 (at Pinewood)

February 1, 2012 (at Bradt)

April 4, 2012 (Pinewood)

PTO Membership

Membership information is separate from this handbook. An envelope will be provided for you to send in your PTO membership. Please ***do not*** include payment of any other things in this envelope.

THE BIRTHDAY CLUB

For the past several years, Mohonasen Elementary has been promoting a program that encourages the donation of new books to our library in celebration of a child's birthday.

This is strictly a volunteer program for those who wish to take part in it. In this day and age we are always looking for a creative ways to help our school children. The books can be paperback, soft or hard covered and should be appropriate for elementary school aged children. Paperbacks are always in demand as many authors popular with the students are available in this form.

For those who wish to participate, we ask that on or about your child's birthday, you purchase a new book and present it to your child's school library in his/her name. Each book will receive a special "name plate" with your child's name, age and birthday printed on it. For the child who has a birthday during the summer vacation, you may choose a "un-birthday" day for your gift.

When your child has chosen a book, he/she will bring it and a piece of paper or index card listing their name, age and birthday to the library. The librarian will see that the special "name plate" is placed inside the book commemorating the gift. If you need help in selecting a new book for the library, the elementary librarians will provide you with authors or titles of books that the children love to read. You can contact the librarian by calling the school office.

IMPORTANT – RETURN ASAP – READ CAREFULLY

EMERGENCY INFORMATION

MOHONASEN CENTRAL SCHOOL DISTRICT
MOHONASEN ELEMENTARY PTO

If Bradt and/or Pinewood Schools have to close during the school day for an unexpected reason, your homeroom parent will use the following information to let someone know your child is coming home from school early. **It is your responsibility to contact your child's homeroom parent immediately if any of the information below changes.** We will make every effort to contact someone; however should conditions make this impossible, you must establish emergency procedures with your child

Child's Name _____

Teacher's Name _____

Grade _____

NAME	RELATIONSHIP TO CHILD	DAYTIME PHONE NUMBER
------	--------------------------	-------------------------

1. _____
(Home number if you wish to be called first)

2. _____

3. _____

4. _____

5. _____

IMPORTANT: Please alert all contact persons prior to listing them here. They must be aware that you have listed them and know what is expected of them.

Signed _____

Email (optional) _____

Date _____

RETURN TO SCHOOL NO LATER THAN FRIDAY SEPTEMBER 16, 2011

MOHONASEN ELEMENTARY PTO

CLASSROOM ACTIVITY VOLUNTEERS AND PARTY MONEY

Dear Parents:

As we begin the new school year, it is time to plan classroom activities and holiday parties.

PLEASE SEND IN \$5.00 FOR PARTY MONEY ALONG WITH THIS SLIP TO YOUR CHILD'S TEACHER BY WEDNESDAY, SEPTEMBER 14, 2011. This money is used for parties and activities arranged by your child's teacher during the school year.

Your help and cooperation will be needed during the school year. Please check the boxes below to indicate how you will best be able to help. Remember, the success of school activities depends solely on the participation of the parents. Let's work together to help make this year a success.

If you have questions, please contact PTO Co-Presidents Merideth Janke @ 810-4048 (merideth220@aol.com) or Annette Hilder @ 421-5934 (ahilder@nycap.rr.com). Thank you.

- | | |
|--|---|
| <input type="checkbox"/> I will bake when needed. | <input type="checkbox"/> I will help on class projects. |
| <input type="checkbox"/> I will help at parties. | <input type="checkbox"/> I will send in paper products for a party. |
| <input type="checkbox"/> I am available for field trips. | <input type="checkbox"/> I have a great idea for a party favor for the _____ party. |
| <input type="checkbox"/> I will send in juice for a party. | |

Child's Name _____ Grade _____

Teacher's Name _____

Parent's Name _____ Phone Number _____

Please indicate the best time to call and/or give a work number if you prefer.

Email address _____

Thank you.

2011-2012 PTO EVENT DESCRIPTIONS
PLEASE RETAIN THIS SHEET FOR YOUR RECORDS

There are many wonderful things that will never be done if you do not do them.

By The Honorable Charles D. Gill

Below is a listing of dates and descriptions for this year's events. Included in your handbook is a sign-up sheet for co-chairs and helpers that needs to be returned by September 16, 2011. If you volunteer to work an event, note the date **and retain this sheet for your records**. You will be contacted as the event nears. Co-chairs for each event will be provided with a folder containing notes from previous years to use as a guideline. Each event will have a budget to complete their task.

NOTE: Most events have two co-chairs & various helpers to avoid one being overwhelmed. **EVENTS I VOLUNTEERED FOR**

School Banking Program- Collect deposits, provide stickers and receipts, drop off deposits at First New York Credit Union @ Price Chopper Plaza)-Friday Mornings-Sept-June _____

Fundraiser Distribution- Dates and Times to be announced _____

Halloween Dance for **PINEWOOD STUDENTS ONLY** – Oct. 28th _____

Fallfest - Nov. 5th (B&PW) - Plan an afternoon of fall activities and crafts for families. Will need plenty of workers to help with the day. Please consider volunteering for this event. _____

Holiday Food Drive - Nov. 14-18 (B& PW) - Set up boxes and arrange distribution. _____

Holiday Crafts/Dinner with Santa - Dec. 3rd (B & PW) – Coord. crafts, run craft table, purchase craft supplies, solicit door prizes, oversee workers, arrange refreshments, & clean up. Workers needed to do prep work at home. Many volunteers needed. Please consider volunteering for this event. _____

Family Valentine's Dance – Feb. 10th (at both B & PW) – Coord. entertainment, door prizes, refreshments & clean up. _____

Elementary Rollerskating – Feb. 22nd – Communicate with Rollerama. Flyers and organizing the event. _____

Nominating Committee – Feb. 1st - persons needed to seek parents to fill open positions on the PTO Exec. Board _____

Family Swim Nights – March 1st, 6th, & 15th-persons needed to sign guests in & pass out snacks _____

Teacher and Staff Appreciation Luncheon – March 16th (B only) Coordinate luncheon for teachers and staff - distribute invitations, set and clean up. _____

Kindergarten Registration– (B) March 6-8th Arrange sign-up dates and organize refreshments
Registration dates are 3/6/12(12-2), 3/7/12(9:30-11am), 3/18/12(9:30-11am) _____

Spring Food Drive - March 12-16 (B & PW) - Set up boxes and arrange distribution. _____

Rock N Bowl - Apr 11th (B&PW) coordinate lane sign ups with Sportsman's Bowl, supervise event _____

Turn-Off-TV Tues & Thurs during April – (B&PW) Prepare contracts, principal challenges, and packets prior to the event. Coordinate contracts as they are returned. _____

Bingo – Apr 3rd -TV turn off week kick off (B & PW) – Help set-up, call numbers, arrange/serve refreshments & clean up. _____

Make Your Own Sundae Night – Apr 19th (B&PW) Coordinate event including purchase of refreshments, and organization of event. _____

TV Turn-off week Finale – April 27th (B&PW) **Talent Show K-5**Coordinate event inc. scheduling of performers, refreshments and chaperones _____

Teacher and Staff Appreciation Luncheon – May 4 th (PW only) – Coordinate luncheon for teachers and staff - distribute invitations, set and clean up. _____

Bus Driver Luncheon – May 9th - Distribute invitations, coordinate food donations, purchase drinks and paper products, decorations, serving and clean up. _____

Kindergarten Screening - May 1-4 (B) –Prepare schedule of volunteers. Volunteers needed to greet parents, set up and serve refreshments, clean up. _____

Kindergarten Tours - May 29-31(9-10am) (B) - Lead parents/children on tour of building, arrange refreshments & clean up. _____

Bakers Pool - entire year (B & PW) - Occasionally called upon for baked (or purchased) goods throughout the year. _____

Campbell’s Soup Labels - entire year (PW & B) - Workers needed to help cut and sort labels (workers only, co-chair selected as part of standing committees). _____

Capri Pouches-entire year (PW & B)- Workers needed to help collect pouches and sort. _____

Promotional Goods- sweatshirts, duffle bags,shorts, etc.- Coord. Sale of items and distribute _____

Welcome Back Breakfast – **Sept. 2012** (B & PW) – Coord. purchase, set-up & clean-up of continental breakfast. Set up is done by 7:30am _____

Kindergarten Helpers – **Sept. 2012** (B) – Coord. parent helpers for children & teachers for first 2 wks. of school _____

Bradt Lunch Helpers – **Sept. 2012** – Coordinate parent helpers to assist with lunch. _____

Pinewood Lunch Helpers- **Sept. 2012** - Coordinate parent helpers to assist with lunch. _____

If you do not receive a phone call for any event that you are interested in, and would like to help the PTO, Please contact Merideth Janke @ 810-4048 (merideth220@aol.com) or Annette Hilder @ 421-5934 (ahilder@nycap.rr.com).

2011-2012 PTO EVENT SIGN-UP SHEET

The Mohonasen Elementary PTO is looking for people to co-chair and work the following events. We need everyone's cooperation to make this a successful year. Please check whether you can co-chair the event or if you can help with it. Please **return this form to your child's teacher** by **September 16, 2011**. We need your continued support so these activities can take place. Events without sufficient volunteers re subject to be cancelled.

PARENT'S NAME _____ PHONE # _____

Email address _____

CHILD(REN) NAME _____ TEACHER(S) _____

<u>CO-CHAIR</u>	<u>Helpers</u>	<u>EVENT</u>	<u>DATE</u>
_____	_____	SCHOOL BANKING PROGRAM (collect deposits, provide stickers and receipts, drop off deposits at First New York Credit Union @ Price Chopper Plaza)	SEPT-JUNE
_____	_____	FUNDRAISER DISTRIBUTION	TBA
_____	_____	PINEWOOD ONLY HALLOWEEN DANCE	OCT 28
_____	_____	FALLFEST (many volunteers needed)	NOV 5
_____	_____	HOLIDAY FOOD DRIVE - BRADT & PINEWOOD	NOV.14-18
_____	_____	HOLIDAY CRAFTS – (B & PW) (some workers needed for prep. in Nov. to be done at home at your convenience, others for day of event)	DEC. 3
_____	_____	HOLIDAY FOOD DRIVE - BRADT & PINEWOOD	NOV.14-18
_____	_____	HOLIDAY CRAFTS – (B & PW) (some workers needed for prep. in Nov. to be done at home at your convenience, others for day of event)	DEC. 3
_____	_____	FAMILY VALENTINE'S DANCE Bradt	FEB. 10
_____	_____	FAMILY VALENTINE'S DANCE Pinewood	FEB. 10
_____	_____	Rollerskating	FEB. 22
_____	_____	NOMINATING COMMITTEE	FEB. 1
_____	_____	KINDERGARTEN REGISTRATION	MARCH 6-8
_____	_____	FAMILY SWIM NIGHTS (list date available)	March 1, 6, 15
_____	_____	SPRING FOOD DRIVE-BRADT & PINEWOOD	MAR. 12-16
_____	_____	TEACHER & STAFF APPRECIATION LUNCH – Bradt	MAR. 16

-6- PLEASE SEE BACK OF SHEET

<u>CO-CHAIR</u>	<u>Helpers</u>	<u>EVENT</u>	<u>DATE</u>
_____		ROCK N BOWL @ Sportsman's Bowl for B & P	APR 11
_____	_____	TV Turn Off BINGO	APR 3
_____	_____	TV Turn Off MAKE YOUR OWN SUNDAE NIGHT	APR 19
_____	_____	TV Turn off Finale TALENT SHOW	APR 27
_____	_____	TEACHER & STAFF APPRECIATION LUNCH – Pinewood	MAY 4
_____	_____	BUS DRIVER APPRECIATION LUNCHEON	MAY 9
_____	_____	KINDERGARTEN SCREENING	MAY 1-4
_____	_____	KINDERGARTEN TOURS	MAY 29-31
	_____	BAKERS POOL	ALL YEAR
_____	_____	SOUP LABELS	ALL YEAR
_____	_____	CAPRI POUCHES	ALL YEAR
	_____	PROMOTIONAL GOODS	VARIOUS DATES
_____		WELCOME BACK BREAKFAST	SEPT 2012
_____	_____	KINDERGARTEN HELPERS	SEPT 2012
_____	_____	BRADT LUNCH HELPERS	SEPT 2012
_____	_____	PINEWOOD LUNCH HELPERS	SEPT 2012
	_____	Are you available during the day for last minute things that might come up? Can we call you for help?	

VOLUNTEERS PLEASE NOTE: Every effort is made to use as many volunteers as possible throughout the year. We are always in need of help, however some events are very popular and may require only a few volunteers. Please also be aware that sometimes paperwork gets lost along the chain from your home, to your child's backpack, to the teacher, to the PTO mailbox, to the coordinator. If for some reason you have volunteered for an event and do not get called, please call our **Co-Vice Presidents Kim Maitino 669-5114 or Tamara Barry 669-1945 .**