



# Olde Sawmill Elementary PTO Registration

Please fill out ONE FORM per family

Student's Last Name: \_\_\_\_\_

Student's First Name:	Male/Female	Grade	Teacher
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name(s) of Parent(s) / Guardian(s) \_\_\_\_\_  
Print name(s) as you would like them to appear in the Friendship Guide

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

**I would like to volunteer my time and talents:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Bake/Donate Food       | <input type="checkbox"/> Fifth Grade Recognition  | <input type="checkbox"/> Monster Mash          |
| <input type="checkbox"/> Book Fair              | <input type="checkbox"/> Fall/Spring Flower Sales | <input type="checkbox"/> Mother's Day Boutique |
| <input type="checkbox"/> Celebration of Clovers | <input type="checkbox"/> Friendship Guide         | <input type="checkbox"/> Publicist             |
| <input type="checkbox"/> Community Liaison      | <input type="checkbox"/> Grade Level Coordinator  | <input type="checkbox"/> Publishing Company    |
| <input type="checkbox"/> COSI on Wheels         | <input type="checkbox"/> Historian                | <input type="checkbox"/> Restaurant Nights     |
| <input type="checkbox"/> Family Breakfast       | <input type="checkbox"/> Holiday Shoppe           | <input type="checkbox"/> Room Parents          |
| <input type="checkbox"/> Family Cookout         | <input type="checkbox"/> Hospitality              | <input type="checkbox"/> School Store          |
| <input type="checkbox"/> Family Game Night      | <input type="checkbox"/> Ice Cream Social         | <input type="checkbox"/> Spirit Week           |
| <input type="checkbox"/> Family Nights          | <input type="checkbox"/> Landscaping              | <input type="checkbox"/> Staff Appreciation    |
| <input type="checkbox"/> Field Day              | <input type="checkbox"/> Library                  |  |

- I would NOT like this information to appear in the Olde Sawmill PTO Friendship Guide.  
 I would NOT like to enroll the email address(es) listed above in PTO Manager

Please make checks payable to OSE PTO or pay cash

- \_\_\_\_\_ Total contribution amount to OSE PTO (average donation per family is \$20)  
 \_\_\_\_\_ Total due for my child's room party fees (\$5 per child Kindergarten-4<sup>th</sup> grade, \$10 per child-5<sup>th</sup> grade)  
 \_\_\_\_\_ Total due for spiritwear (be sure to enclose order form)  
 \_\_\_\_\_ Total amount due
- I would like to pay by check (Check # \_\_\_\_\_ enclosed)  
 I have enclosed cash

Parent Signature \_\_\_\_\_

**Please have your child return this form by September 1, 2017, to be included in the Friendship Guide**



# Olde Sawmill Elementary PTO Registration 2017-2018

Welcome Back! The 2017-2018 PTO Board is excited about the upcoming school year! We are looking forward to seeing some familiar faces, as well as getting to know new parents this year as we work together to make our school a great place to learn!

**PTO FRIENDSHIP GUIDE** is a valuable resource for students, parents, and staff, which includes names, addresses, phone numbers, and email addresses of students, contact information for staff, as well as classroom rosters, our school activities, and additional key information. **All families that return the attached form with a signature by September 1<sup>st</sup>, will receive a copy of The Friendship Guide (very useful for play dates 😊) at no cost.** The school (teachers and office staff) are not allowed to give out student information to other parents so the Friendship Guide is our way to share information amongst ourselves. Please understand that in order to get the Friendship Guide put together, printed and bound in a timely manner, we need to have all forms in by **September 1<sup>st</sup>**, in order for your family to be included in the Guide. If you have questions about The Friendship Guide, please feel free to contact the PTO at [oseptoclovers@gmail.com](mailto:oseptoclovers@gmail.com)

**PTO MANAGER** is a system that allows us to send bulk emails to our school community informing parents of upcoming school events and volunteer opportunities. In our effort to be "green" most of our communication will be electronic. If you do not have access to a computer on a regular basis, please indicate that on the back of this form.

**PTO CONTRIBUTIONS** are used to fund programs for our children, to purchase materials for our school, and to provide classroom teachers with additional resources. While there is no cost associated with joining PTO, your child will benefit directly from your tax-deductible contribution. Most families with 1 or 2 children at OSE gave an average of \$20 last school year, though any amount is greatly appreciated. If you have questions about PTO's budget, please attend a PTO meeting, where the budget is reported upon monthly.

**ROOM PARTY FEES** are used to fund the room parties that occur for Harvest (10/27), Winter (12/20), and End of the Year (TBD). Children enjoy snacks, crafts, games, and social time at each party. The cost for Kindergarten through fourth grade is \$5.00 per child and \$10.00 per child in fifth grade. For those students in fifth grade, in addition to the funds used for the parties, there are additional expenses such as graduation, pool party, t-shirts, memory books, and other fun extras. For more information, please come to our Room Parent Informational Night on **September 5<sup>th</sup>, at 7 p.m.** in the Library.

**ONE FORM** lists all of your students that attend Olde Sawmill. You can also make **ONE PAYMENT** for your donation, your room party fees, AND your spirit wear (be sure to include a spirit wear order form, also found in the back to school folder, if you are ordering.) All checks can be made payable to OSE PTO. We are also able to accept cash. If you pay by check and your check hasn't been cashed within 4 weeks of sending it to school, please check with your child's teacher and/or email [oseptoclovers@gmail.com](mailto:oseptoclovers@gmail.com) to see if your check was received.

**Please have your child return the attached form no later than September 1<sup>st</sup>, 2017**