April 23, 2019

Dear Parents of Incoming Kindergarteners,

Hello and welcome to Olde Sawmill Elementary! OSE is a wonderful place for students and families, thanks in large part to our Parent Teacher Organization (PTO). The OSE PTO provides funds, programs and resources to enrich and maximize the education of our students. We also work to build a sense of community within our school. Some of the events and programs the PTO provides for, include t-shirts for all incoming Kindergarteners, the back to school ice cream social, classroom parties, COSI on Wheels, Author Visits, Artist Visits, the OSE Publishing Shop, classroom news magazines and field day, among others.

One program we do as a service to families and as a fundraiser for the school is a prepackaged school supply sale. We’ve found that many families are busy, even during the summer, and appreciate not having to run around town buying school supplies, so we do all of the running around for you and have your student’s supplies delivered to your child’s classroom on the day of Meet the Teacher. Enclosed you will find the details and an order form; all orders need to be returned to the OSE Main Office by Friday, May 24th, 2019.

As you can see, we are a busy group! We have PTO meetings monthly to discuss and plan for these exciting activities. On behalf of the OSE PTO, we’d like to invite you to our meeting on Monday, May 13th, at 7 pm in the OSE Commons Area. Come, get to know other parents and see what you and your student have to look forward to next year.

There are also many ways parents are involved in our school activities and it’s the best way to get to know other parents at OSE. On the back of this letter, you will find details on volunteer opportunities. Please take a moment to look over the activities and see where you may be able to help. Once you have figured out where you would like to help just contact one of our executive board members listed below and we will get you in contact with the committee chair.

Should you have any questions, please feel free to contact one of us at [OSEPTOCLOVERS@GMAIL.COM](mailto:OSEPTOCLOVERS@GMAIL.COM) We look forward to seeing you on May 13th.

Sincerely,

Ashley Oliver & Melanie Gamez Andrea Mervis Jessica Sauter Christina Goodwin

Co-Presidents Vice President Secretary Treasurer





PTO Volunteer Descriptions-Volunteer Positions with

Day & Evening Options:

Celebration of Clovers Committee: helps plan carnival style event held in the Spring; could include ordering prizes, planning games, creating flyers

Family Breakfast Committee: helps plan the Family Breakfast; typically held in the second half of the year

Family Game Night Committee: helps plan Family Game Night; typically held in January; games and refreshments

Flower Sale Committee: helps plan Fall Mum sale and Spring Flower sale

Friendship Guide Committee: helps create the OSE Friendship Guide (a resource for OSE families with school/student information); planning begins over the summer and finishes by end of September; could include obtaining business advertisements, data entry, binding guides for distribution to families

Grant Writer(s): look for/write applications for grants that result in OSE receiving funds for programs/activities

Holiday Shoppe Committee: plan/prepare for Holiday Shoppe (in Dec) and Mother’s/Father’s Day Boutique (in May) for students to buy gifts for family; planning and purchasing usually begin in August/September

Hospitality Committee; helps plan and serve refreshments at grade level musicals (4 events a year)

Ice Cream Social Committee: help plan/prepare for ice cream social (in August); could include buying, scooping, serving

Landscaping Committee: helps with landscaping needs

Monster Mash Committee: help plan Monster Mash Dance in Oct; could include booking DJ, decorating, selling tickets

Spirit wear Committee: help plan and organize sale; distribute spirit wear

Spirit Week Committee: choose themes for Spirit Week (for example: crazy hat day), send home flyer with theme information; Spirit Week usually occurs in September

Staff Appreciation Committee: help plan/purchase/bake/set up for staff appreciation in Aug, Oct, Feb, May

Tie-Dye Shirts Committee: help plan, prepare and run tie dye shirt activity at the Ice Cream Social in August

PTO Volunteer Descriptions –Daytime Volunteer Positions:

Publishing Shop Committee: help students bind their books in Publishing Shop; usually once a week

School Store Committee: volunteer at the school store on Tuesdays during lunch periods

Holiday Shoppe Attendant: assist students that are buying gifts for family and friends. Held during the lunch periods.