

# Back-to-School PTA Forms

2011-2012

## Attention Parents!

This packet includes all PTA back-to-school forms.

### Guidelines for filling out the packet:

- Make sure to put your name on *each* page
- Keep the packet stapled together
- Please write *clearly*, especially your email address, to ensure that you receive all PEX communications!
- Return the packet (in its entirety) by Wednesday, **September 21**, along with any payments, in the manila envelope provided.

Attention: Kathy Deacon, Harrison Twp PTA.



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# PTA Membership Form

2011-2012

*The #1 reason to join the PTA is to benefit YOUR child!*

Becoming a PTA member is the first step in supporting our schools! Although we encourage parents to support our schools through volunteering and participating in fundraisers, *your membership does not require any further commitment.* Once you join, your continued commitment can be as great or as small as your schedule permits. Please reference the volunteer form in the Back-to-School Handbook for opportunities.

## Two ways to join:

- 1.) Complete and return this form with payment. Cash or check accepted (make checks payable to *Harrison Township PTA*) or
- 2.) Go to the PTA website and fill out the online form and submit payment through PayPal.  
[www.harrisonpta.org](http://www.harrisonpta.org)

## Membership dues (please check one)

- \$7.00 per person
- \$12.00 per family

Name: \_\_\_\_\_

Please check here if you completed this form online

Additional member's name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please provide your email address in order to receive PTA emails**

<u>Student(s) name</u>	<u>Grade*</u>	<u>Teacher</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

*\*If your student is in Kindergarten, please indicate AM/PM*

For questions please contact:  
Tina Byers at [justina.byers@comcast.net](mailto:justina.byers@comcast.net) or 223-1464.

# PTA Volunteer Form

***The PTA provides many functions throughout the school year, including student events, programs, fundraisers and various committees.***

None of these functions would be possible or successful without the help of our many parents! Please consider volunteering for one or more of the functions below (see our PTA Handbook for descriptions, pages 5-7). Whether you can help out at home or at school, weekdays or weekends, any and all help is appreciated!

*Please select the event(s) below in which you would like to volunteer. Please note that you can volunteer for these events at any time by contacting Kelly Urbaczewski (below). We will continue to recruit for volunteers prior to each event.*

- | ONGOING                                     | FALL   | WINTER  | SPRING   |
|---|--|---|--|
| <input type="checkbox"/> Baking/Refreshment | <input type="checkbox"/> HTS Book Fair             | <input type="checkbox"/> Breakfast with Santa | <input type="checkbox"/> Basket Auction              |
| <input type="checkbox"/> Book Covering      | <input type="checkbox"/> Coupon Books              | <input type="checkbox"/> HTS Holiday Shop     | <input type="checkbox"/> PVS Book Fair               |
| <input type="checkbox"/> Box Tops           | <input type="checkbox"/> Fall Festival/Bingo Night | <input type="checkbox"/> PVS Holiday Shop     | <input type="checkbox"/> Book Swap                   |
| <input type="checkbox"/> Clerical           | <input type="checkbox"/> Fashion Republic          | <input type="checkbox"/> Talent Show          | <input type="checkbox"/> Class Picnics               |
| <input type="checkbox"/> Membership         |  |   | <input type="checkbox"/> Dr. Seuss Night             |
| <input type="checkbox"/> School Store       |  |   | <input type="checkbox"/> Ice Cream Social            |
| <input type="checkbox"/> Yearbook           |  |   | <input type="checkbox"/> Silver Graphics             |
|   |  |   | <input type="checkbox"/> Teacher Appreciation        |
|   |  |   | <input type="checkbox"/> Transportation Appreciation |

Please include any comments regarding availability: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Email: \_\_\_\_\_

<u>Student(s) name</u>	<u>Grade*</u>	<u>Teacher</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

*\*If your student is in Kindergarten, please indicate AM/PM*

For questions please contact:  
 Kelly Urbaczewski at [kelly.urbaczewski@yahoo.com](mailto:kelly.urbaczewski@yahoo.com) or 223-9035.

# Room Parent Form

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## Responsibilities of a Room Parent:

- ✓ **PTA meetings:** Attend PTA meetings, especially on October 3, 2011 (review of Room Parent guidelines/responsibilities) and March 5, 2012 (review of End-of-the-Year events).
- ✓ **Classroom parties:** Coordinate classroom parties, including organization of food/drink donations and items for craft project (if necessary). Room parents do not necessarily need to attend every party. Grades Pre-K to 6th will have the following parties: Halloween, Thanksgiving, Winter, Valentine's Day, Spring & Class Picnic
- ✓ **Field Trips:** As Room Parent, you have the option to attend Field Trips.
- ✓ **Teacher Appreciation** (May 8, 2012): Coordinate a special way for the class to say "thank you" to their teacher. This can be something as simple as a class picture with student thoughts and signatures.
- ✓ **Spring Basket Auction:** Collect donated items for the classroom basket and organize in a basket/container. Note: Normally 2 - 3 classes share in a basket so there are 4 - 6 room parents helping.

*If you are interested in becoming a Room Parent, please complete and return this form by **Wednesday, September 21**. Room Parents are selected by the Room Parent Coordinators with the supervision of school administration, at a random drawing of completed forms. For more information about this process, see our website [www.harrisonpta.org](http://www.harrisonpta.org)*

**IMPORTANT! Please fill out one form for each student/classroom.**

### ROOM PARENT FORM

Student's name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade\*: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Email: \_\_\_\_\_

*\*If your student is in Kindergarten, please indicate AM/PM*

### ROOM PARENT FORM

Student's name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade\*: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Email: \_\_\_\_\_

*\*If your student is in Kindergarten, please indicate AM/PM*

For questions please contact:

Ida Yurgin (PreK-1st) at [idayurgin@me.com](mailto:idayurgin@me.com) or 207-2187,  
Lisa Pirrotta (2nd-3rd) at [elpirrotta@yahoo.com](mailto:elpirrotta@yahoo.com) or 223-0478 or  
Dolly Price (4th-6th) at [jesse\\_price@comcast.net](mailto:jesse_price@comcast.net) or 218-0873.

# Classroom Communication and Volunteer Form

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If you are interested in receiving email communication from your Room Parents about parties and events that will be happening in your child(ren)'s classroom, please complete the form below.

## CLASSROOM COMMUNICATION/VOLUNTEER FORM

Student's name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade\*: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Email: \_\_\_\_\_

I would *also* be interested in helping with:

Class parties (drink/treat donations)    Class trips    Class projects

I would be interested in coming into the class to help with parties

*\*If your student is in Kindergarten, please indicate AM/PM*

## CLASSROOM COMMUNICATION/VOLUNTEER FORM

Student's name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade\*: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Email: \_\_\_\_\_

I would *also* be interested in helping with:

Class parties (drink/treat donations)    Class trips    Class projects

I would be interested in coming into the class to help with parties

*\*If your student is in Kindergarten, please indicate AM/PM*

For questions please contact:

Ida Yurgin (PreK-1st) at [idayurgin@me.com](mailto:idayurgin@me.com) or 207-2187,  
Lisa Pirrotta (2nd-3rd) at [elpirrotta@yahoo.com](mailto:elpirrotta@yahoo.com) or 223-0478 or  
Dolly Price (4th-6th) at [jesse\\_price@comcast.net](mailto:jesse_price@comcast.net) or 218-0873.

# Go Green Form

**The PTA utilizes Parent Express Email (PEX) as an additional way to communicate with parents!**

Parents who sign up for Parent Express Email have the option to receive:

- ★ Emails (approximately 2-4 per month) with reminders or updates on PTA events, programs and fundraisers and
- ★ PTA “backpack” email (beginning of each month) with a link to all backpack mail forms, flyers and newsletters.

**Please check one option below:**

- I would like to receive **ALL** PTA information through Parent Express Email! This will include all forms sent home through backpack mail and any PTA email reminders.
- I would like to continue to receive traditional backpack mail for all *forms/ flyers*, but please send me PTA email reminders.

**Please fill out this form *even if you are already in the PEX system*, so that we may update your student information and make sure we have the correct email address!**

Parent’s name: \_\_\_\_\_

Please check here if you completed this form online

Email: \_\_\_\_\_

Additional name (optional): \_\_\_\_\_

Additional email (optional): \_\_\_\_\_

<u>Student(s) name</u>	<u>Grade*</u>	<u>Teacher</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

*\*If your student is in Kindergarten, please indicate AM/PM*

For questions please contact:  
Lin Millard at [lgmillard@comcast.net](mailto:lgmillard@comcast.net) or 417-3636.

# E-Directory Form

This year the PTA is continuing with an online directory. We are encouraging all families to participate in the e-directory as this is a great way for parents and students to communicate for classroom activities, play dates and parties!

- ★ We are offering the e-directory **free of charge** to all families who include their information in the e-directory (phone, address or email). This includes a free app to access the e-directory on your Smartphone!
- ★ The deadline to submit your information is **Wednesday, September 21**. Parents who provide their information will receive an email with directions and a password to access the e-directory.
- ★ To provide your information for the e-directory, go to [www.harrisonpta.org](http://www.harrisonpta.org) and click on the link to provide the information (*note that you can only submit your information online this year*).

Please note that we will be including all students *names* in the e-directory this year, listed under their assigned teacher. If you do NOT want your child(ren)'s name in the e-directory, you will need to indicate this below.

Please **DO NOT** include my child(ren)'s name in the e-directory.

Parent's name: \_\_\_\_\_

<u>Student(s) name</u>	<u>Grade*</u>	<u>Teacher</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

*\*If your student is in Kindergarten, please indicate AM/PM*

For questions please contact:  
Lin Millard at [lgmillard@comcast.net](mailto:lgmillard@comcast.net) or 417-3636.

# Yearbook Consent Form

Dear Parents,

Last year's yearbooks were a huge success! We will continue the yearbooks for the 2011-2012 school year, one for each school. HTS will include grades Pre-K to 3 and PVS will include grades 4 and 5 (6th graders create their own yearbook). We are again excited to see the final results and know the yearbooks will hold lasting memories for the students.

- I **DO** want my student's picture\* to appear in the 2010-2011 yearbook.
- I **DO NOT** want my student's picture to appear in the 2010-2011 yearbook.

Please print clearly: one consent form per family.

Student name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* The PTA cannot accommodate individual requests to personalize yearbook pictures. If this form is not signed, consent for your student's photo in the yearbook is implied.

For questions please contact:  
Kelly Sweeney at [kraesweeney@comcast.net](mailto:kraesweeney@comcast.net) or 223-2652.

# Publication Consent Form

The PTA is sending you this parental consent form to both inform you and to request permission for your student's photo/image and personally identifiable information to be published on the PTA website, newsletter and/or e-newsletter.

**As you are aware, there are potential dangers associated with the posting of personally identifiable information on a website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, the PTA wants to celebrate your student and his/her work. The law requires that we ask for your permission to use information about your student.**

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. For the purposes of the PTA, personally identifiable information is **limited** to a photo of the student and his/her name, teacher and grade.

- I/We GRANT permission for this student's photo/image *and* personally identifiable information to be published on:  
    \_\_\_ PTA Website   \_\_\_ PTA Newsletter   \_\_\_ PTA e-newsletter
- I/We DO NOT GRANT permission for any photo/image or personally identifiable information to be published on PTA publications.

If you, as the parent or guardian, wish to rescind this consent, you may do so at any time in writing by sending a letter to the PTA President.

<u>Student(s) name</u>	<u>Grade*</u>	<u>Teacher</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Print name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

*\*If your student is in Kindergarten, please indicate AM/PM*

**NOTE: This is a PTA release, not a Harrison Township School District release.**

For questions please contact:  
Lin Millard at [lgmillard@comcast.net](mailto:lgmillard@comcast.net) or 417-3636.