**JPTO**

**Introduction Booklet**

**Jeffery Primary**

**Shaler Area School District**

**2016-2017**

**MCED00293_0000[1]**

**Be Informed…**

**Be Involved…**

**VOLUNTEER**

**JPTO Meeting Schedule**

**2016-2017**

**Tuesday, September 6, 2016 6:30 P.M. Library**

**Thursday, October 13, 2016 6:30 P.M. Library**

**Monday, November 14, 2016 6:30 P.M. Library**

**Tuesday, December 6, 2016 6:30 P.M. Library**

**Wednesday, January 11, 2017 6:30 P.M. Library**

**Tuesday, February 7, 2017 6:30 P.M. Library**

**Wednesday, March 8, 2017 6:30 P.M. Library**

**Monday, April 3, 2017 6:30 P.M. Library**

**Wednesday, May 17, 2017 6:30 P.M. Library**

**BOARD MEMBERS**

President: Lisa Berger 412-913-4930 lisaberger26@yahoo.com

1st Vice President: Rachel Galloway 412-977-8753 rgray559@gmail.com

2nd Vice President: Heather Cochrane 412-833-4918 hmc706@gmail.com

Secretary: Tabitha Presto 412-310-6952 buddansmom@hotmail.com

Treasurer: Stacie Perez 412-401-8644 msp1033@verizon.net

**Important Websites**

To find Jeffery Primary’s website: Go to the Shaler Area School District’s main page at http://www.sasd.k12.pa.us and select Jeffery Primary under the “Schools” menu at the top bar.

The JPTO website can be found by selecting the PTO link from the Jeffery Primary page. You can also go directly to the page at http://jefferypto.weebly.com.

Important information can be found for all schools on the district website, including lunch menus, school delay information, district calendar, messages from the Superintendent, and job opportunities.

The JPTO website lists our Calendar of Events, Board Contacts, Committee Chairpersons, and Minutes from our meetings, Forms and Wednesday mail.

The JPTO Facebook page can be found at https://www.facebook.com/JefferyPTO/. Make sure to like our Facebook page to get important updates.

Please refer to **both** the JPTO website and JPTO Facebook page to keep informed of school events, updates and important information.

**Welcome to Jeffery Primary**

The JPTO Board would like to welcome you to the 2016-2017 school year. We are looking forward to another successful year at Jeffery Primary School.

The JPTO works hard to help make the school year enjoyable, enriching and exciting for students, teachers, and parents. The purpose of our organization is to aid the students and staff by providing support for their educational and recreational needs, to promote open communication between administration, teachers and parents, and to encourage school spirit and pride. The JPTO uses its resources, both manpower and monetary, to support the efforts of the staff of our school.

Each and every one of you can play an important role in making this a successful and exciting year for the children. The Jeffery Parent Teacher Organization is the most effective way to be involved. There are many activities planned throughout the year. Your time, energy, creativity, and commitment are needed to make this year a success.

Enclosed in this booklet are descriptions of some of the activities and events planned for this year. If you are able to give some time, please join us! We need many volunteers for our activities and events throughout the year!

The JPTO Board would like to thank all the parents, guardians and staff who participate with our fundraisers. It is with that help, we are able to hold our events and purchase things such as Homecoming and Field Day T-shirts for the children and staff. We are also able to fund assemblies, field trips, parties, and much more!

The JPTO meets with parents, teachers and school staff. All meetings will be at 6:30 PM and will be held in the Library unless otherwise stated. Meetings are a time to hear updates pertaining to our school and the district. We also plan school events such as Bingo, Book Fair, Holidays, Ice Cream Social, and Field Day.

We would appreciate your attendance and input at our meetings. All are welcome! We especially look forward to having the new Jeffery parents in attendance so they can become acquainted with our board and see what our group is all about.

Our website http://jefferypto.weebly.com includes an online form database. You will find the forms included in this welcome packet online, as well as forms that come home throughout the school year. They can be completed online and you won’t have to send the paperwork back in.

If you have any questions, ideas, or suggestions that you would like to discuss, please feel free to contact any of the JPTO Board members. We look forward to working with all the parents and staff to make this an extra special year at Jeffery Primary School! Together, we can make a difference!

Sincerely,

Lisa Berger

JPTO President

**Activities Planned for 2016-2017**

**BINGO** - (March 24th) – (Snow makeup date March 31st) Once a year, Jeffery holds a family bingo. Area businesses, parents and staff donate prizes for the Bingo and Chinese Auction. Volunteers are needed to help gather donations and to work the night of the Bingo.

**Chairperson** – Tabitha Presto and Gretchen Tunstall

**BOOK FAIR** – (September 12th – 16th and February 27th – March 2nd) Students will be given an opportunity to purchase books during the week of the book fairs. Parents are needed to set up and assist students while they shop. More information will be sent home at a later date.

**Chairperson** – Heather Cochrane

**BOXTOPS FOR EDUCATION** – (All year) We collect boxtops throughout the year and our school receives 10 cents for each boxtop collected. The classroom that collects the most boxtops at the end of the school year will receive a pizza party. **Please label your boxtops with your child’s name and homeroom to ensure proper credit to his/her classroom**.

**Chairperson** – Heather Cochrane

**COMMUNITY SERVICE** – (All year) Jeffery Primary will participate in several community service projects throughout the year. In the past we have had a food drive for the local food bank, Christmas gifts for nursing home residents, and a collection for families that have experienced a catastrophe such as a fire or loss of a parent. The Chairperson coordinates these activities and organizes volunteers.

**Chairperson** – Kristen Maher

**DANCE** – The JPTO offers a comprehensive dance program through Dance Showcase for children ages 3 and up. Participants do not need to be Jeffery students. Classes offered include tap, ballet, baton, jazz, point, boys tumbling and more. Classes will be held on Tuesdays and Thursdays at the school. The JPTO collects fees, proctors the program, and coordinates many aspects of the end of year recital. Volunteers are needed to help out on dance evenings as well as the end of the year recital held in May.

**Dance Committee** – Chair – Susan Macher, Bookkeeper - Guili Vozza, Dance Directors – Laura Luksik and LeAnne Lasala

**DANCE PROCTORS** – The dance program needs your assistance to

keep the halls quiet, monitor the bathrooms, be available with ice, etc. for

injuries and help dismiss children. The Dance Proctor position is a paid position.

**DISTRICT PARENT COUNCIL** (DPC) – (1st Wednesday of every month) A meeting is held the 1st Wednesday of every month at 9:30 am. The meeting location is in the Barbara J. Duss Conference Room at the Administration Building. Representatives from each school in the district along with Superintendent meet to discuss what is going on in our schools. The Jeffery representative will report at the JPTO meeting any important information. Attendance by ALL parents is welcome and encouraged at these meetings.

**DPC Representative –** JPTO Board Members along with any parent who would like to attend. All are welcome to attend.

**FIELD DAY –** (TBA)Chairperson will organize with a committee head and team of parents for Field Day. Students are divided into teams and participate in various games throughout the day. Lunch and team T-shirts will be provided courtesy of the JPTO. Volunteers are needed.

**Chairperson**- Wendy Bartsch

**FIELD TRIPS** – Each grade will have at least one trip funded by the JPTO. These are special trips meant to expand the students’ learning beyond the classroom. The locations of the field trips are chosen by the teachers. The JPTO provides $8 per student and bus transportation.

**FUNDRAISERS** – The only way the JPTO can provide these great events and benefits to our students is through fundraisers. The School District **does not fund** any of these events. We will be trying a variety of fundraisers throughout the year. Please try to participate in any that you can. Some of our fundraisers are done through local businesses, as well as, sale fundraisers. Flyers will come home with more information as the time comes.

If you would like to opt out of participating in the fundraisers, you can pay a one-time flat Fundraising Fee of $30. If you pay the one-time Fundraising Fee, you are still able to participate in any fundraiser or event that interests you. Please send a check payable to JPTO for $30 with a memo of Fundraising Fee and your student’s name. Thank you for your support*!*

**GIANT EAGLE APPLES FOR STUDENTS** – (All year) Register your Giant Eagle advantage card number to ensure that Jeffery Primary gets credit for your purchases. We earn various educational items based on total purchases. Items redeemed are voted on during JPTO meetings. Items are usually classroom supplies like Kindergarten Welcome Bags.

**Chairperson** – Heather Cochrane

**WEDNESDAY MAIL** – (Every Wednesday) Volunteers get together and stuff the Wednesday Mail envelopes with important flyers, forms, and information that may need to be communicated to the parents. These envelopes are sent home every Wednesday. With enough volunteers, the Chairperson can put together a schedule so volunteers would only be needed once a month.

**Chairperson** – Susan Himrod

**HOLIDAY SHOP** – (December 5th – 9th) Students will be given an opportunity to do their holiday shopping at our own “dollar store” holiday shop. Parents are needed to set up, sell items and help children wrap gifts. More information will be sent home at a later date.

**Chairpersons** – Gretchen Tunstall and Heather Cochrane, along with volunteers needed

**ICE CREAM SOCIAL –** (May 4th) At the end of the year, the JPTO sponsors an Ice Cream Social during the Jeffery Primary Showcase Night and Art Show when families can come to enjoy ice cream and admire the students’ art work and projects from throughout the year. Volunteers are needed to set up, scoop ice cream, help with crafts, and take down art work at the end of the evening. More information will be sent home at a later date.

**Chairperson –** Amy Ferree

**KIDSTUFF COUPON BOOKS** – (September) Once a year, we ask the Jeffery families to purchase a Kidstuff Coupon Book. These books are filled with various coupons for food and entertainment. For each book sold Jeffery will get a 50 % returned profit back to the school. Students can purchase additional books if needed. They make great Christmas gifts!

**Chairperson** – Heather Cochrane

**KINDERGARTEN CELEBRATION** – (May/June) At the end of the year, the JPTO sponsors a Kindergarten Celebration to acknowledge all the hard work and achievements of the kindergarten class. Volunteers are needed to coordinate; set up; help with crafts, snacks and certificate presentation and clean up.

**Chairperson** – Kindergarten Homeroom Parents, along with volunteers needed

**RESTAURANT FUNDRAISERS** - Flyers and instructions will be sent home when we have a Restaurant Fundraiser Night scheduled. These restaurants return a percentage of the money spent back to Jeffery Primary. It’s a fun night out with friends from school. And you don’t have to make dinner! Hope to see you there!

Example of restaurant fundraisers are: McDonald’s, Chuck E Cheese, Pasquale’s, Wendy’s, Chipotle, Chic Fil A, Burger 21

**SHOPAROO -** Shoparoo is a Free mobile app that turns pictures of every day shopping receipts into automatic cash donations to our school. Download the free Shoparoo app on Google Play or the App Store. Choose Jeffery Primary as the school to receive credit. Start taking pictures of your receipts!

**Chairperson** – Heather Cochrane

**SHOP N’ SAVE RECEIPTS –** The JPTO earns points for purchases made at Shop N’ Save. Please register your card online with Shop N Save and make sure to choose Jeffery Primary as the school that receives the credit. If we collect enough points, we will get an assembly program provided by Shop N’ Save for free. Please do not send in receipts – we can no longer turn in receipts for credit. You must register your card online for us to get credit.

**Chairperson** – Heather Cochrane

**SNACKING WITH SANTA** – (December 9th) The JPTO sponsors a night for the Jeffery Students and their family to come and enjoy crafts, snacks and a portrait with Santa. More information will be sent home at a later date

**Chairperson** – JPTO Board Members

**SPECIAL PERSON DANCE** – (February 10th) The JPTO sponsors a fun night for the Jeffery Students and a special guest of snacks, music, a portrait and dancing. More information will be sent home at a later date.

**Chairperson** – JPTO Board Members

**STUDENT DIRECTORY** - Each year the JPTO compiles a directory of student addresses and phone numbers (with parental permission) as well as Jeffery Staff and JPTO information. This is a great source of information for those that have homework questions, are planning birthday parties or would like to just get together with friends. Please note that only the information that you complete on the form and give permission to will be available and listed in the student directory. You can list all parent contact information (ex. parent names, address, phone numbers and email address) and/or your child’s birthday or you can list partial information or have no information at all listed in the directory. Please return your forms so our directories are complete. A class list will be included for each homeroom.

**Chairperson** – Tabitha Presto

**3rd GRADE PICNIC** – (May 31st) At the end of the year, the JPTO sponsors a picnic for the 3rd grade class to celebrate all their hard work, achievements and the milestone of moving to the elementary school. Volunteers are needed to coordinate, set up, help with the activities and food and clean up.

**Chairperson** – TBA, along with volunteers needed

**YEARBOOK** – Yearbooks will be on sale to all students at a minimal cost (Valued at over $17.00). Volunteers are needed to take photos of several events throughout the school year.

**Chairperson** – Tabitha Presto

**Volunteer Interest Sign Up Sheet**

The following is a list of JPTO committees where volunteers are needed. If you are interested in being involved as a committee member or a volunteer, please complete the form below and return it to school marked JPTO Forms as soon as possible. You can also turn the form in at our first JPTO meeting of the year.

Please check any and all committees/volunteer opportunities you may be interested in. If you have any questions, please feel free to contact Lisa Berger 412-487-1542 or lisaberger26@yahoo.com.

If you are interested in a Committee that you have read about, but is not listed below, it is due to the fact that the Chairperson will send out a volunteer sheet closer to that event.

--------------------------------------**Return by September 14, 2016**------------------------------------

**(in an envelope marked JPTO Forms)**

Parent’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade / Section\_\_\_\_\_\_\_\_\_\_

\_\_\_ Bingo \_\_\_ Book Fair \_\_\_ Community Service

\_\_\_ Dance Proctor (paid position) \_\_\_ Field Day \_\_\_ Fundraising

\_\_\_ Holiday Shop \_\_\_ Ice Cream Social \_\_\_ Staff Appreciation

\_\_\_Wednesday Mail \_\_\_ Yearbook

\_\_\_ Kindergarten Celebration \_\_\_ 3rd Grade Picnic

\_\_\_ Call me as needed

**Home Room Volunteers**

**Home Room Parent Coordinator** – This person oversees all Home Room Parents for the school. This person will communicate to the JPTO as needed. They are also responsible for purchasing the drinks and napkins for holiday parties.

**Coordinator** – Susan Himrod

**Head Home Room Parent** – One person from each home room is needed. This is a year long commitment and a huge responsibility. This person will coordinate a schedule of volunteers to plan and volunteer at the holiday parties. They will be responsible for collecting any items sent in for the Bingo and for coordinating teacher gifts. They will also assist the Home Room teacher as needed per their request.

\*\*\*In order to be a Head Homeroom Parent, to help with any of the classroom parties throughout the year, or to be a field trip chaperone, you must be a current JPTO member. Annual membership dues for each Jeffery family are $6 per family. \*\*\*

**If you are interested in volunteering in your child’s classroom, please complete the form on the reverse side!**

**Please complete a form for each child you have in the school.**

**Homeroom Volunteer**

*In order to volunteer in the classroom for parties, as Homeroom Parent, or as a field trip chaperone, you must be a JPTO member and your membership dues must be paid for the current school year. Dues are $6 per Jeffery Family.*

Parents Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1st Child’s Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade\_\_\_\_\_\_Section\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Please check if you are interested in being the **Home Room Parent** for this child’s classroom.

Please mark as 1st, 2nd or 3rd choice.

Halloween Party – Monday, Oct. 31st, 2:15 \_\_\_\_\_ Party Planner \_\_\_\_\_ Party Helper

\_\_\_\_\_\_ Winter Party – Thursday, Dec. 22nd, 10:30 \_\_\_\_\_ Party Planner \_\_\_\_\_ Party Helper

\_\_\_\_\_\_ Spring Party – Tuesday, April 11th, 2:15 \_\_\_\_\_ Party Planner \_\_\_\_\_ Party Helper

\_\_\_\_\_\_ I am not available to help at a party. Contact me if there is something I can do from home or send in.

-----------------------------------------------------**Return by September 14, 2016**-------------------------------------------------------

**(in an envelope marked JPTO Forms)**

**Homeroom Volunteer**

Parents Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2nd Child’s Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade\_\_\_\_\_\_Section\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Please check if you are interested in being the **Home Room Parent** for this child’s classroom.

Please mark as 1st, 2nd or 3rd choice.

Halloween Party – Monday, Oct. 31st, 2:15 \_\_\_\_\_ Party Planner \_\_\_\_\_ Party Helper

\_\_\_\_\_\_ Winter Party – Thursday, Dec. 22nd, 10:30 \_\_\_\_\_ Party Planner \_\_\_\_\_ Party Helper

\_\_\_\_\_\_ Spring Party – Tuesday, April 11th, 2:15 \_\_\_\_\_ Party Planner \_\_\_\_\_ Party Helper

\_\_\_\_\_\_ I am not available to help at a party. Contact me if there is something I can do from home or send in.

**JPTO Membership Enrollment Sheet**

The Jeffery Parent Teacher Organization (JPTO) invites every Jeffery family to become a member. JPTO is the quickest and easiest way to get information, become involved in activities, and support the many wonderful programs at our school. The cost to join is $6.00 per family. By becoming a member, you are not obligated to participate in any of the activities. You decide how involved you want to be.

The membership fees and fundraising efforts throughout the year support purchases and activities throughout the year, such as:

* Educational and Entertaining Student Assemblies ($16 per student per year)
* Partial Yearbook costs (portion of yearbook cost, usually $7 per student)
* Student Directory for each family ($1 per student)
* Admission (portion of admission) and Transportation for Field Trips ($8 per student plus bus)
* Classroom Holiday Parties ($2 per student x 3 parties/year = $6 per student per year)
* Field Day activities and Shirt ($12 per student)
* Grants for staff for items to be used in the classrooms
* Kindergarten Orientation and Welcome Kits ($5 per kindergartener)
* Holiday Shop
* Ice Cream Social and Art Show ($3 per student)
* Bingo
* Teacher Appreciation
* Homecoming shirts for every student ($8 per student)

**The school district DOES NOT fund these events and activities.** All of these events and purchases are done by and through the JPTO and require volunteer time as well as fundraising. We rely on JPTO membership dues and fundraising to support these activities. Just think of all we can provide if every family becomes a member!

As a member of the JPTO, you have voting privileges at monthly meetings, and it is the only way you can be a homeroom parent, party planner or helper, or field trip chaperone. **Your membership dues must be paid current if you plan on volunteering for classroom parties, as Homeroom Parent, or as field trip chaperone.** As a member, your attendance at the meetings is not mandatory, but we would encourage all parents/guardians present to join in discussions of the events at the school and district. Your feedback and input is essential to making our programs and events successful.

Please complete the section below and return it in an envelope marked JPTO Forms. **Make checks payable to JPTO**. All checks must have the child’s name, grade/class and event marked in the memo area. For example:

*Memo*: Smith, 2A, membership

**Thank you for your support!**

--------------------- Return by September 14, 2016 -- in an envelope marked JPTO Forms --------------------------

**JPTO Membership**

Parent’sName\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade / Section\_\_\_\_\_\_\_\_\_\_\_

2nd Child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade / Section\_\_\_\_\_\_\_\_\_\_\_

3rd Child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade / Section\_\_\_\_\_\_\_\_\_\_\_

Student Directory

Each year the JPTO compiles a directory of student addresses and phone numbers (with parental permission) as well as Jeffery staff and JPTO information. This directory is a great source of information. The information can be used if you have questions about homework, for planning parties, or would just like to get your child together with their friends. You must fill out this form if you want your child’s information to be included in the directory. A class list will be included for each homeroom.

**Please complete the information by September 14, 2016.**

**(in an envelope marked JPTO Forms)**

**…………...……………………………………………………………………………………………………………………………… …**

**\_\_\_\_Yes I would like to participate in the student directory**

**Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Birthday (month and day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday (month and day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grade/Section (i.e. 2A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade/Section (i.e. 2A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian’s name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Legal Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Sign up for the

**JPTO e-Newsletter**

JPTO will be emailing a monthly Newsletter to all parents and caregivers of Jeffery students in order to send information and reminders about school events and JPTO meetings, agendas and minutes in an effort to keep parents informed and encourage participation in school activities. You will still receive mail in the Wednesday Mail Envelopes. Please list your name and any email addresses you would want like the Newsletter sent to.

We will not share your email address.

…………… Return by September 14, 2016 -- in an envelope marked JPTO Forms …………….

Name Email Address

**Please make sure to add** [**jefferypto@gmail.com**](mailto:jefferypto@gmail.com) **to your safe email address list.**



**Follow Jeffery PTO on Facebook.**

**https://facebook/com/JefferyPTO**

**We post reminders and district information.**

**No student photos are used on Facebook**.

**Also check the Jeffery PTO webpage at** [**http://jefferypto.weebly.com**](http://jefferypto.weebly.com) **for updated important school and JPTO information, reminders and upcoming events.**

**JPTO “No Selling” Fundraising Reference Sheet**

Fundraising without “selling”? Yes! This is a quick reference sheet on how you can register loyalty cards, clip labels, or save items that you already buy in order to support our school and fundraising efforts. These are our “no selling” fundraising options!

The following are programs that you register for to help Jeffery earn redeemable points to be used for educational supplies, equipment or special programs.

* **Giant Eagle Apples for Students** - Register your Giant Eagle Advantage card (Jeffery school ID # 0525) at 1-800-474-4777 or www.gianteagle.com/schools/applesforstudents
* **Campbell’s eLabels for Education** - Go to www.elabelsforeducation.com and register your Giant Eagle Advantage card with Jeffery as your school of choice. Jeffery automatically receives 1 point for each item purchased that participates in the Labels for Education program.
* **Shop N Save (SEED Program)** - Go to www.shopnsavefood.com to register your Shop N Save card. Scroll to bottom right side of page. Click on SEED PROGRAM. Click on SEED LOGIN to register your card. Click on New User and follow the instructions. Jeffery Primary’s ID #190. (Only 1 school can be chosen per registered card.)

The following are collection programs that earn Jeffery cash or redeemable points to provide supplies, equipment or special programs.

* **Box Tops** – www.boxtopsforeducation.com will list all items that Box Tops are located on. Clip and send your Box Tops in with your child (baggies/envelopes marked with your child’s name and teacher.)
* **Campbell’s Labels for Education** – www.labelsforeducation.com will list all items that these labels are located on. Clip and send labels, lids or UPC codes in with your child.
* **Target Redcard** - Go to www.target.com/tcoe or 1-800-316-6142 to sign up. Jeffery will earn up to 1% cash back of your purchases. Also, you will receive 5% off your total purchase and free shipping on your online orders. Jeffery School Code is 91184.
* **Tyson Project A+ Labels** – Send in clipped Project A+ labels with your child. Go to http://projectaplus.tyson.com for participating products.
* **Shoparoo** - Shoparoo is a Free mobile app that turns pictures of every day shopping receipts into automatic cash donations to our school. Download the free Shoparoo app on Google Play or the App Store. Choose Jeffery Primary as the school to receive credit. Start taking pictures of your receipts!

**Jeffery Volunteer Types**

**(ACT 153 Clearances Requirements)**

**In order for you to be a casual volunteer in your child’s classroom and/or school, you must sign the** [***PDE 6004 Arrest/Conviction Report and Certification Form***](http://filecabinet.eschoolview.com/2F614551-898A-46B3-BE1F-F449E346BE5A/Arrest%20or%20Conviction%20form%20PDE%206004.pdf), in the presence of the principal or principal’s designee. This form will be required on an annual basis.

A casual volunteer is a volunteer who comes to a school infrequently and works in the presence of a teacher/administrator when with students. **A casual volunteer does not have direct contact with children**.

Examples include: Individuals who volunteer to assist in the planning or conducting of classroom celebrations; guest speakers; and concert/performance ushers.

In order for you to go on the field trips this school year, you must have the following clearances and provide a copy to the principal no later than one week before the event. Payments for these services are your responsibility.

* **ACT 114 - FBI Clearance** - [***https://www.pa.cogentid.com/index\_pde.htm***](https://www.pa.cogentid.com/index_pde.htm)  $28.75 fee

Please submit your 16-digit ID number, beginning with the letters PAE after your prints are scanned.

* **ACT 34 - Pennsylvania Criminal History Check - *https://epatch.state.pa.us/Home.jsp***

* **ACT 151**- **Pennsylvania Child Abuse Clearances - *https://www.compass.state.pa.us/CWIS/public/home***

All clearances must be within 5 years old.

For more detailed information concerning clearance requirements, please refer to the Shaler Area School District website at ***http://www.sasd.k12.pa.us/*** and click on the School Volunteer link under Quick Links on the right side of the website.

**The Parents’ Checklist**

This chart is for your reference and can be used as a checklist to ensure that your child’s forms are completed and returned. Forms are also available to be completed online. Please feel free to contact the Committee Chairperson or any Board Member with any questions you may have.

Please complete forms by September 14, 2016.

|  |  |  |
| --- | --- | --- |
| **FORM** | **DEADLINE OR NOTE** | **COMPLETED** |
| **PTO Membership** | $6 / family |  |
| **Student Directory** | Must be completed to have your info included. |  |
| **Volunteer Interest Sign Up Sheet** | Mark all areas you are interested in. |  |
| **Homeroom Volunteers** | Complete if interested.  Must be PTO member to volunteer for this. |  |
| **eNewsletter Sign Up** | Mark [jefferypto@gmail.com](mailto:jefferypto@gmail.com) safe in your email address list. |  |
| **Apples for Students** | www.gianteagle.com/schools/applesforstudents School ID # 0525 |  |
| **eLabels for Education** | Register Giant Eagle Advantage Card at  www.elabelsforeducation.com |  |
| **Shop N Save SEED Program** | www.shopnsavefood.com, select SEED PROGRAM ID # 190 |  |
| **Target REDcard** | [www.target.com/tcoe School Code 91184](http://www.target.com/tcoeSchool%20Code%2091184) |  |
| **Shoparoo** | Download the app.  Take pictures of your receipts all year. |  |