

# Millburn Central PTO

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August 2009

Dear Parents,

Welcome to the 2009-2010 school year! The Millburn Central Parent Teacher Organization (PTO) strives to meet several objectives. They are as follows:

- To enhance the relationship between home and school
- To maintain the working rapport that exists between parents and school staff
- To supplement the needs of the school with funds in order to provide the best possible educational experience for our children.

I personally feel that the key to achieving these objectives is communication. People are better able to participate when they have quality, timely information. The PTO has implemented several tools to help our efforts:

- **PTO website:** [www.millburncentralpto.com](http://www.millburncentralpto.com) – This is your first stop for PTO information. It contains calendars, contact information, announcements, and archives of newsletters, meeting minutes and more. We are also featuring “Teacher Supply Wish Lists”.
- **Email** – We are using a new software program that will enable us to manage our PTO volunteers electronically, and send announcements and reminders to PTO families specific to your child’s grade. Please help us reduce the amount of paper sent home by listing your email address on the registration form provided.
- **FaceBook** – Sign up to join the Millburn Central PTO FaceBook Group! This group is used to make announcements or send reminders of upcoming PTO events. This group is open only to Millburn Central PTO parents, and absolutely no student information is posted.

Attached to this letter you will find a descriptive list of committees that are managed by parent volunteers and a Membership & Directory Registration form. Please return the Membership & Directory Registration form to school with your payment before September 4<sup>th</sup>. Your help is essential to continue the support of Millburn Central’s students and staff. Please feel free to sign up for more than one committee. And remember, we aren’t asking you to run a committee by yourself. We are asking you to help the committee chair who is already in place. We have several fundraisers throughout the school year, so there’s sure to be something to interest everyone.

Please contact me if you have any questions about the committees or the PTO in general. A list of PTO meeting dates and times is on the back of this letter.

Sincerely,

Laura Brown  
PTO President, Millburn Central School  
847-894-1400  
[president@millburncentralpto.com](mailto:president@millburncentralpto.com)

**➡ Return by September 4<sup>th</sup>! ⬅**

Pages to return from this packet with payment:

1. Membership & Directory Registration form
2. Fall Festival Volunteer form

- The other pages are for your reference.
- Directories will be sent home with your youngest student as soon as received from the printer.
- Registration & payments received after 9/4 will not be printed in the directory

**\* \*Directory forms and payment must be returned to school by Friday, 9/4/09! \* \***

## Millburn Central PTO 2009-2010 Meetings (Wednesday's):

<u>Date</u>	<u>Time</u>	<u>Location</u>
September 16	7:00 – 8:00 p.m.	LRC
October 21	9:15 – 10:30 a.m.	Cafeteria
November 18	7:00 – 8:00 p.m.	LRC
December	No meeting	
January 20	7:00 – 8:00 p.m.	LRC
February 17	9:15 – 10:30 a.m.	Cafeteria
March 17	7:00 – 8:00 p.m.	LRC
April 21	9:15 – 10:30 a.m.	Cafeteria
May 19	7:00 – 8:00 p.m.	LRC

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## Top 5 PTO Myths:

**1. If I go to a meeting, they will make me chair a committee.**

We want parents at meetings to be a part of our planning (& spending), to get their opinions and to be a part of the discussion. No one is going to make you do anything you aren't ready for!

**2. If I volunteer once, I will have to volunteer for everything**

2 Hours: make it your goal this year to volunteer for 2 hours of PTO events. We understand that everyone has busy lives. That's why we're asking parents to set aside just 2 hours over the year. If every parent at Millburn Central does this, we will have over 1,800 hours of volunteer time. That's 75 days!

**3. Someone else will do it.**

Well...maybe right now. The thing about children is they get older...and go to high school. We don't want to get into a situation where all of our chairs are parents of 7<sup>th</sup> & 8<sup>th</sup> graders and risk losing their knowledge and experience when their kids graduate. A strong PTO is made up of parents from every grade!

**4. If I volunteer to chair a committee, I'll have to figure it out on my own.**

No one expects busy parents to reinvent the wheel each year. Every PTO committee chair maintains a binder for their event, and it's passed along to the next chair. This binder contains all of the information you need to chair a committee: reports from previous years, contact names & numbers, budgets, supply lists. If you find you need additional information, the previous chair will be happy to help you. She did it for a first time too!

**5. PTO meetings only plan parties.**

No! Parties are planned by committees outside of the regular meetings. We manage an annual budget of more than \$35,000 to be spent for the benefit of the students. A typical PTO meeting is comprised of the following:

- Secretary & Treasurer Reports – see what we discussed last month, and how much money we spend on the students!
- Administration's Report – hear directly from the Principal what was discussed at the School Board meeting 2 days earlier and what is happening at the school behind the scenes. You have the opportunity to ask him questions too!
- Committee Reports – we only discuss the committees that have things "in the works". We won't take up your time if there isn't anything pertinent to discuss that month.
- Old & New business – Discuss small & big ticket items that are being considered to purchase and vote on them. Your PTO membership comes with voting rights!

**\* \*Directory forms and payment must be returned to school by Friday, 9/4/09! \* \***

## Millburn Central PTO Membership & Directory Registration

Student Name(s):

Last Name	First Name	Grade (09-10)

Parents' Name(s)

Last Name	First Name
Phone Number:	Best Time to reach me is:
Email Address:	

Check here if you would like email reminders of upcoming PTO meetings and events. Your information will be used for PTO matters only and will remain confidential. You may opt out at any time by contacting the PTO Secretary. Email addresses will not be printed in the directory. Please print your email address clearly:

I would like to help with the following activities (Check all that apply):

<input type="checkbox"/>	<b>Activity Night *</b>	<input type="checkbox"/>	<b>Family Night**</b>	<input type="checkbox"/>	<b>School Spirit Wear</b>
<input type="checkbox"/>	<b>Baking Volunteer</b>	<input type="checkbox"/>	<b>Graduation Banquet ***</b>	<input type="checkbox"/>	<b>Staff Appreciation</b>
<input type="checkbox"/>	<b>Book Fair</b>	<input type="checkbox"/>	<b>Gift Wrap</b>	<input type="checkbox"/>	<b>TLC (Tops, Labels, Caps)</b>
<input type="checkbox"/>	<b>Craft Fair</b>	<input type="checkbox"/>	<b>Ice Cream Friday's</b>	<input type="checkbox"/>	<b>Talent Show</b>
<input type="checkbox"/>	<b>Fall Festival</b>	<input type="checkbox"/>	<b>Market Day</b>	<input type="checkbox"/>	<b>Valentine Sales</b>

\*Grades 6, 7 & 8

\*\*\* Grade 7

\*\* Grades Early Childhood - 5<sup>th</sup>

① **New this year: Parents will have the opportunity to sign up for "Room Parent" at Curriculum Nights (September 8-10, 2009).**

The PTO also supports the efforts of the Millburn District 24 Education Foundation and its March Madness Dinner/Auction. Please check one of the boxes to volunteer:

<input type="checkbox"/>	<b>Donations</b>	<input type="checkbox"/>	<b>Theme Baskets</b>
<input type="checkbox"/>	<b>Event Set Up/Check Out</b>	<input type="checkbox"/>	<b>Grade Level Class Projects</b>

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Student(s) Last Name

3. Directory Information

**PTO Directory**

To maintain consistency and accuracy, student names, address and phone numbers will be acquired from the Millburn Central computer system. A directory will be sent home with your student after payment is received.

- Please include our address and phone number in the directory (most common).
- Please withhold our address from the directory.
- Please withhold our phone number from the directory.
- Please withhold all of our information from the directory. I understand that a directory will be sent home with my student after my payment is received, and ALL student names are included in the class lists in the directory.

✕ \_\_\_\_\_  
Parent Signature

4. Payment Information

**Payment Section:**

These fees were not collected when you registered for school.

Family Membership Dues (includes Membership, 1 Directory, Voting Rights, Contribution to Student Enhancement Fund)	\$8.00 / family
7 <sup>th</sup> Grade Contribution to Graduation Banquet. This banquet is hosted by 7 <sup>th</sup> Grade students, parents, and teachers. This fee is requested of 7 <sup>th</sup> Grade students only to offset the cost of the banquet.	\$15.00 / 7 <sup>th</sup> Grader
TOTAL PAYMENT ENCLOSED	\$
Check should be payable to <b>"Millburn Central PTO"</b>	

PTO Only

<b>Total paid cash</b>	\$	Payment recorded by:
<b>Total paid by check #</b>	\$	

Registration Distribution (initial):

\_\_\_\_\_ Directory \_\_\_\_\_ Accounting \_\_\_\_\_ Volunteer

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