

# PTO

Parent Teacher Organization  
Registration Packet for 2010-2011

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## **Welcome to the Oak Grove PTO!**

The Oak Grove Parent Teacher Organization (PTO) exists to enhance the educational experience of every child at Oak Grove. The PTO consists of parents and teachers, who, through membership, help facilitate the many PTO sponsored programs, events and fundraisers.

### **PTO Membership Dues**

If your child(ren) participate(s) in the PTO Lunch Fundraiser, you must pay an annual membership fee. Annual dues are \$7 per family and include one copy of the school directory. Additional directories may be ordered on the Summary Sheet, included in this packet.

### **Email Notification**

Please provide your email address on the Directory Form so that we can send various PTO and lunch announcements throughout the year. Please note: you have the option of providing your email for PTO and lunch notifications but not publishing it in the school directory.

### **Important PTO Registration Dates**

- May 24, 2010, 9am - Online registration begins.
- Thursday, June 3, 2010, 9am to 3pm – Walk-in registration at Oak Grove School.
- **Friday, June 11, 2010, 3pm! - Any registrations received after this time will be considered late and a \$25 late fee will be applied to the account. At least half of payment due must be paid by this date as well.**
- July 1, 2010 – Last day to order school supply pre-packs.
- August 1, 2010 – Last day to register online. Late fee will be added.
- August 13, 2010 – All payments due! Accounts with balances will not receive pre-packs or PTO Fundraiser Lunches until balances are paid!
- August 16, 2010 – Pre-pack pick up at Oak Grove School.

# PTO REGISTRATION 2010-2011

We encourage everyone to take advantage of our online registration for PTO lunches, pre-packs, party fees and PTO fees. Walk-in registration will be available June 3<sup>rd</sup> from 9am to 3pm. Check and cash payments will be accepted at walk-in... cash must be exact. Do not mail cash or leave in school offices!

## **ONLINE REGISTRATION DATES**

Online registration will open at 9am on May 24 and closes at 3pm on June 11<sup>th</sup>. It will reopen on June 12<sup>th</sup>, but the \$25 late fee will be automatically added to your order.

## **BEFORE YOU LOG IN:**

Please check out the lunch descriptions and pre-pack lists before you log in to the PTO registration system. These lists will be on the Oak Grove website, [www.ogschool.org](http://www.ogschool.org).

## **LOGIN PROCEDURE**

To access online registration, you will need the same student number and password that you use for the school registration. If you have lost this information, please contact 847-367-4120 x 2037. To access the online registration system, go to [www.ogschool.org](http://www.ogschool.org) and click on the "ONLINE REGISTRATION" link. You will be able to complete your school registration and at the end of that you will be directed to the PTO registration. When you have finished completing your online registration, you can mail your check, made out to Oak Grove PTO, in the enclosed **WHITE** envelope. Please print copies of your registration, for your records.

## **CREDIT CARD PAYMENT**

Due to an unexpected situation with Epay, the PTO will be unable to accept credit card payment this year.

## **CHECK PAYMENT**

Please use the enclosed **WHITE** envelope to mail your check for PTO registration. **DO NOT** include your registration forms in this envelope. It is for your check, made out to Oak Grove PTO, only! School registration and PTO registration are separate. **DO NOT** mail cash in this envelope!

## **REGISTRATION FORMS**

If you are not registering online, you may download the registration forms from the school website, [www.ogschool.org](http://www.ogschool.org), or pick them up in either school office. Completed forms may be dropped off at the elementary office.

## **HALF NOW, HALF LATER**

You have the option of paying 50% of your PTO registration balance on or before June 11<sup>th</sup> at 3pm and the remaining balance by August 13<sup>th</sup>. Balances (including late fees and unpaid balances from last year) not paid by August 13<sup>th</sup> will result in cancellation of PTO lunches.

## **LATE FEE**

**Any registration forms for current Oak Grove students/families that are received or completed online after 3pm on June 11, 2010 will be assessed a \$25 late registration fee.**

Oak Grove School  
PTO Registration Packet for 2010-2011

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**What's in my registration packet and how do I fill it out?**

The following forms are included in this packet:

1. Registration Instructions
2. PTO Lunch Fundraiser Policies
3. Directory Form: complete one form **PER FAMILY**. Even if your information has not changed, please complete this form. Please list students on this form in order of youngest child to oldest child.
4. Oak Grove PTO Summary Sheet: complete one form **PER FAMILY**. The Summary Sheet will total the amount due by the family for all PTO Lunch orders, Pre-Packs, homeroom party fees, PTO dues and directory orders. At least ½ of your payment in the form of cash or check is due at time of registration. Checks will not be cashed before July 1<sup>st</sup>, 2010. A late fee of \$25 will be added to all registrations received or completed online after June 11, 2010 at 3pm.
5. PTO Lunch Fundraiser Order Form: complete one form **PER CHILD**. Do not make out your check until you have completed all the other PTO registration paperwork.
6. Pre-Pack Order Form and Supply List: complete one form **PER FAMILY**. Pre-packs are available for grades K-8.
7. PTO Volunteer Opportunity Form: complete one form **PER VOLUNTEER**. We always welcome new volunteers for our many programs and activities.

**The forms we need back: directory form, summary sheet, lunch order for each child, pre-pack form and volunteer form. PLEASE make a copy for your records.**

If you have any questions regarding your registration forms please contact Beth Williams at [mwilliams610@comcast.net](mailto:mwilliams610@comcast.net) or 847.984.2898.

Thank you for supporting the PTO!

## PTO LUNCH FUNDRAISER POLICIES

The PTO Lunch Fundraiser is run entirely by volunteers to support our students, teachers, staff and facilities for the benefit of the student body. PTO volunteers organize the vendors, negotiate prices and address concerns with the vendors, orchestrate the meals coming into the school and dispense the food to the students throughout the year. In order to maintain an efficient program, we have established the following rules. We hope you understand that these policies are in place so that we may continue to run a successful program. Please remember that participation in the PTO Lunch Fundraiser is **optional**.

- Please complete one PTO Lunch Order Form per child (make copies as needed).
- **All orders for current students are due by June 11<sup>th</sup> at 3pm. Late orders will be assessed a \$25 late fee.**
- Orders received after August 15<sup>th</sup> are not guaranteed PTO lunches during September.
- Registration balances must be paid in full by August 13<sup>th</sup>, 2010, including late fees if applicable. Checks can be made out to Oak Grove PTO. **We will accept half of your balance when you turn in your registration forms (by June 11<sup>th</sup>), and you may pay the second half by August 13<sup>th</sup>. Accounts with balances as of August 14 will NOT receive lunches for September!**
- All families who enroll in the PTO lunch fundraiser and benefit from it must pay an annual membership fee of \$7. One copy of the school directory is included in your PTO membership.
- Every student at Oak Grove has a \$5 party fee applied to their account.
- It may be helpful to visit the vendors or contact the PTO lunch coordinators, listed on the following page, with questions about specific food items. Discuss the food items with your children before registering.
- Lunches are designed to accommodate ONE child. Registering with the intent of sharing will result in a cancellation of lunches.
- We CANNOT accommodate special orders during registration.
- We CANNOT accommodate or refund missed lunches due to illness or unscheduled absences.
- Lunches are scheduled for the year pursuant to Oak Grove's school calendar. Missed meals because of field trips may or may NOT be made up at the discretion of the respective lunch coordinators and/or the vendors. Refunds will not be issued for missed lunches.
- Each lunch will occur 8 times during the year except for pizza which will occur a total of 32 times. Dates will be published by the end of August.
- Kindergarten through 5<sup>th</sup> grade IDs will be kept in the classroom and distributed before lunch each day. Sixth through eighth grade students are responsible for their own IDs. Students without ID's will need to wait for their lunches, while their order is verified. This can result in a VERY short amount of time to eat. **BRING YOUR ID!** Refunds will not be issued for missed lunches. **A \$5 fee will be charged for replacement of lost IDs.** The junior high has implemented a policy to deal with lost IDs. The first offense results in an office referral. The second results in a letter home to parents. The third results in a \$5 charge. Any additional offenses result in a \$5 charge. Replacement ID requests are picked up on Friday's and the new ID's are delivered to teachers on the following Monday. IDs that are defaced and illegible will be considered the same as a lost ID.
- Changes, additions and/or deletions for each individual PTO lunch day will only be accepted until October 1, 2010. This gives your child the chance to try each of their lunches once and change it if needed. Please note that if your child misses the first lunch, they will not have another chance to try the lunch before changes are complete. Absolutely NO hot lunch changes will be made after October 1<sup>st</sup>.
- All changes to a child's PTO lunch can be made online at [www.ogschool.org](http://www.ogschool.org), before October 1<sup>st</sup>.
- Refunds greater than \$11.00, or invoices (money due) created by PTO lunch changes will be issued in October/November. Balances unpaid by December 1 will result in the cancellation of PTO lunches.
- No refunds under \$11.00 will be issued.
- Accounts with unpaid balances from the previous year will not receive lunches until the balance is paid, including late fees or unpaid party fees.
- The PTO Registrar must be notified of termination of PTO lunches due to withdrawal from school. As the food for PTO lunches is ordered a week in advance of serving the lunch, refunds will be issued as of one week from notification to the PTO Registrar or the withdrawal date, whichever is later. Notification can be sent to [HOTLUNCH@OGSCHOOL.ORG](mailto:HOTLUNCH@OGSCHOOL.ORG)
- Assistance may be available for families with financial issues. Please speak to Dr. Janice Matthews at the school regarding the Helping Hands Fund.
- The Helping Hands Fund is run by the school (not the PTO) and helps families in need with PTO expenses. All donations are anonymous.
- The Parent on the Go donation is for parents who wish to make a fundraiser donation at the time of registration, and not participate in any further fundraisers during the year.
- You may order milk for your child through the school. Milk is NOT handled by the PTO.

ONE form PER FAMILY

## DIRECTORY FORM

Each year the PTO publishes a school directory in which the names and addresses of all school families are listed. Your phone number and email will also be listed in the directory unless you notify us via this form that you do not want them published. Your PTO dues (\$7) cover the cost of one copy of the school directory; additional copies can be purchased for \$5 on the Summary Sheet.

If parents live in separate residences, each parent may fill out a form. Please indicate the child's primary residence. This will appear in the directory.

**Father's Name** \_\_\_\_\_  
last first

**Mother's Name** \_\_\_\_\_  
last first

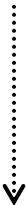
**Address** \_\_\_\_\_  
Street (include Road, Street, Lane, Circle, etc.)  
\_\_\_\_\_ city zip code

**Phone Number** \_\_\_\_\_ Do Not Publish in Directory   
(Home phone number only please... no cell numbers.)

**Email Address (only 1 per family, please)** \_\_\_\_\_ Do Not Publish in Directory

**Current Oak Grove Student Information:** (list youngest to oldest)

Grade	First Name	Last Name (if different from parents)
_____	_____	_____ (Youngest)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____ (Oldest)



# Oak Grove School PTO Registration Packet for 2010-2011

## Summary Sheet

Family Last Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 (If parent or guardian name is different from child's, please list both)

Please list children youngest \_\_\_\_\_ → oldest:

	<u>Child #1</u>	<u>Child #2</u>	<u>Child #3</u>	<u>Child #4</u>	<u>Child #5</u>
Name:	_____	_____	_____	_____	_____
Total Lunch Cost:	_____	_____	_____	_____	_____
Pre-pack Cost:	_____	_____	_____	_____	_____
Homeroom Party \$:	<u>\$5.00</u>	<u>\$5.00</u>	<u>\$5.00</u>	<u>\$5.00</u>	<u>\$5.00</u>
<b>Child Total:</b>	_____	_____	_____	_____	_____

Family Total \_\_\_\_\_

Annual PTO Dues 7.00  
(covers the cost of one school directory)

# \_\_\_\_\_ Additional Directories @ \$5 each \_\_\_\_\_

Balance from 2009/2010 school year \_\_\_\_\_

**\$25 Late Fee (if received after 3pm, June 11<sup>th</sup>)** \_\_\_\_\_

Donation to Helping Hands Fund \_\_\_\_\_

Parent on the Go Fundraiser Option \_\_\_\_\_

**TOTAL DUE:**

\$
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**Payment Method:**

- Cash  
 Check # \_\_\_\_\_

- Please make check payable to **Oak Grove PTO**, one check per family. **DO NOT STAPLE** checks to this form.
- Checks can be mailed in the **WHITE** envelope provided with registration materials. Do not mail ANY forms with the check. Forms must be mailed to or dropped off in the school offices.
- At least half of your payment due is required at time of registration. The remaining balance must be paid by August 13, 2010. Registration balances not paid in full by August 13, 2010 will result in the cancellation of hot lunches.
- All families participating in the PTO Lunch Fundraiser are required to be a dues paying member of the PTO. Please pay the \$7 annual dues above.
- The \$5 party fee is applied to all students in all grades.
- Current families/students who do not register by June 11<sup>th</sup> at 3pm will be charged a \$25 late registration fee.

**Note to families: PTO volunteers provide all of the above services.** All profits from fundraising activities are used to benefit students at Oak Grove School. If you have any questions or would like to volunteer your time and talents, please attend our monthly meetings (first Wednesday, 9 am, Teacher's Lounge), or contact a committee chairperson or PTO board member.

Thank you!!

## PTO LUNCH FUNDRAISER ORDER FORM

**CHILD'S NAME** \_\_\_\_\_ **GRADE** \_\_\_\_\_ **CHILD'S ID#** \_\_\_\_\_

NOTE: All salads are supplied by McDonald's and include mixed greens, grape tomatoes and carrot ribbons with a choice of Ranch, Caesar, Light Italian or Balsamic Vinaigrette dressing. Apple slices and caramel are supplied by McDonald's, except for Jason's Day, where fruit is supplied by Jason's. Fruit Smoothie Day is not a meal but is meant to be a treat to accompany the child's sack lunch. Each PTO lunch day will be served eight times or approximately once a month, except for pizza which will be served 32 times or approximately four times a month. A calendar of the dates each lunch will be served will be published in late August and will be available on the PTO web site.

**PLEASE BE AWARE: The PTO has decided to terminate water bottles as part of the 2010-2011 PTO lunch fundraiser. In our efforts to Go Green and better respect our environment, every child will be required to provide their own drink. Parents can order milk for their child (through the school), send a drink with their child or provide a reusable water bottle of their choice, that the child may fill at school.**

To use this form: Choose 1(one) main meal, listed in the left column. If desired, choose 1(one) or more additional items, listed in the right column. You cannot order an additional item (right column) without first ordering a main item (left column).

### CHIPOTLE DAY

Taco - meat and cheese only. Sides of salsa, lettuce and sour cream will be available. Burrito Bowl - meat and rice only; 1/2 the restaurant serving size. Sides of salsa, lettuce, cheese and sour cream will be available. Burrito - meat, rice, lettuce, cheese, salsa and sour cream; 1/2 the restaurant serving size. Veggie Bowl – same as Burrito Bowl, but with black beans instead of meat. Each meal is served with a 100 calorie snack bag.

**Select your meat choice. Then you must first order one item from the left column, and add items from the right column if you wish.**

**Select one meat choice:**     **Pork (Carnitas)**    **OR**     **Chicken**

Select one:

- Soft shell taco        @ \$2.95 x 8 = \$23.60
- Burrito                    @ \$5.00 x 8 = \$40
- Burrito Bowl            @ \$5.00 x 8 = \$40
- Veggie Bowl             @ \$5.00 x 8 = \$40

Select additional items:

- Add 1 soft shell taco        @ \$2.10 x 8 = \$16.80
- Add 2 soft shell tacos      @ \$4.20 x 8 = \$33.60
- Add 3 soft shell tacos      @ \$6.30 x 8 = \$50.40
- Add 1 burrito                @ \$4.25 x 8 = \$34
- Add 1 burrito bowl         @ \$4.25 x 8 = \$34
- Add 1 veggie bowl         @ \$4.25 x 8 = \$34
- Add salad                    @ \$1.25 x 8 = \$10
- Add apples/caramel         @ \$1.25 x 8 = \$10

Salad only with 100 cal. snack bag @ \$1.75 x 8 = \$14

Chipotle Day Total \$ \_\_\_\_\_

### CULVER'S THURSDAY

All are served with a 100 cal. snack bag. Grilled cheese – Sourdough bread with 2 slices of low fat American cheese. Turkey Dog with bun. Served plain with condiments available. Grilled chicken sandwich – grilled chicken breast on 4" bun. Served plain. Condiments and lettuce available.

**You must first order one item from the left column, and then add items from the right column if you wish.**

Select one:

- Grilled Cheese            @ \$2.65 x 8 = \$21.20
- Turkey Dog                @ \$2.85 x 8 = \$22.80
- Chicken Sandwich        @ \$4.30 x 8 = \$34.40

Select additional items:

- Add Grilled Cheese        @ \$1.85 x 8 = \$14.80
- Add Turkey Dog            @ \$2.05 x 8 = \$16.40
- Add Chicken Sandwich    @ \$3.50 x 8 = \$28
- Add salad                    @ \$1.25 x 8 = \$10
- Add apples/caramel        @ \$1.25 x 8 = \$10

Salad only with 100 cal. snack bag @ \$1.75 x 8 = \$14

Culver's Thursday Total \$ \_\_\_\_\_

### CULVER'S WEDNESDAY

Hamburger, Cheeseburger - All-beef, grilled patty on 4" hamburger bun. Plain or with low fat cheese. Condiments available.  
Chicken Tenders - All-white meat chicken. Dipping sauces available. All meals served with bag of baked chips or pretzels.

Choose one main item from the left column, and then add items from the right column if you wish.

Select one:

- Hamburger @ \$2.70 x 8 = \$21.60
- Cheeseburger @ \$2.80 x 8 = \$22.40
- Chicken Tenders (2) @ \$2.95 x 8 = \$23.60

Select additional items:

- Add Hamburger @ \$2.00 x 8 = \$16
- Add Cheeseburger @ \$2.10 x 8 = \$16.80
- Add 2 Chicken Tenders @ \$2.25 x 8 = \$18
- Add salad @ \$1.25 x 8 = \$10
- Add apples/caramel @ \$1.25 x 8 = \$10

Salad only with bag of baked chips @ \$1.75 x 8 = \$14

Culver's Wed. Total \$ \_\_\_\_\_

**JASON'S DELI DAY** Sides of buttery blend, sour cream, cheddar cheese and bacon bits are available for the baked potato. Wraps are ham or turkey, with American cheese, on an organic whole wheat wrap. Apple slices are 4 oz. Fruit cup is 4 oz of fresh fruit, strawberries and grapes. All meals are served with a bag of baked chips or pretzels.

Choose one main item from the left column, and then add items from the right column if you wish.

Select one:

- Baked Potato @ \$3.95 x 8 = \$31.60
- Turkey Wrap @ \$2.95 x 8 = \$23.60
- Ham Wrap @ \$2.95 x 8 = \$23.60

Select additional items:

- Add Baked Potato @ \$3.25 x 8 = \$26
- Add Turkey Wrap @ \$2.25 x 8 = \$18
- Add Ham Wrap @ \$2.25 x 8 = \$18
- Add salad @ \$1.25 x 8 = \$10
- Add organic apple slices @ \$1.25 x 8 = \$10
- Add fruit cup @ \$1.25 x 8 = \$10

Salad only with baked chips @ \$1.75 x 8 = \$14

Jason's Deli Day \$ \_\_\_\_\_

**DOMINO'S PIZZA WEDNESDAY** (Pizza Day will be listed on the calendar as Domino's Wednesday 1 and Domino's Wednesday 2. This information is for the volunteers. By signing up for Domino's Wednesday pizza, your child will receive it on both Wednesday pizza days each month. The price below reflects 16 days of pizza. There is no option to only sign up for only one pizza day.) All meals are served with 100 calorie snack bag. Pizza will be made with low fat cheese and low fat turkey pepperoni.

Choose one main item from the left column, and then add items from the right column if you wish.

Select one:

- 1 slice cheese pizza @ \$2.00 x 16 = \$32
- 1 slice pepperoni pizza @ \$2.00 x 16 = \$32

Select additional items:

- Add 1 slice cheese @ \$1.00 x 16 = \$16
- Add 2 slices cheese @ \$2.00 x 16 = \$32
- Add 3 slices cheese @ \$3.00 x 16 = \$48
- Add 1 slice pepperoni @ \$1.00 x 16 = \$16
- Add 2 slices pepperoni @ \$2.00 x 16 = \$32
- Add 3 slices pepperoni @ \$3.00 x 16 = \$48
- Add salad @ \$1.25 x 16 = \$20
- Add apples/caramel @ \$1.25 x 16 = \$20

Salad only with 100 cal. snack bag @ \$1.75 x 16 = \$28

Domino's Wednesday \$ \_\_\_\_\_

**DOMINO'S PIZZA THURSDAY** (Pizza Day will be listed on the calendar as Domino's Thursday 1 and Domino's Thursday 2. This information is for the volunteers. By signing up for Domino's Thursday pizza, your child will receive it on both Thursday pizza days each month. The price below reflects 16 days of pizza. There is no option to only sign up for only one pizza day.) All meals are served with 100 calorie snack bag. Pizza will be made with low fat cheese and low fat turkey pepperoni.

Choose one main item from the left column, and then add items from the right column if you wish.

Select one:

- 1 slice cheese pizza @ \$2.00 x 16 = \$32
- 1 slice pepperoni pizza @ \$2.00 x 16 = \$32

Select additional items:

- Add 1 slice cheese @ \$1.00 x 16 = \$16
- Add 2 slices cheese @ \$2.00 x 16 = \$32
- Add 3 slices cheese @ \$3.00 x 16 = \$48
- Add 1 slice pepperoni @ \$1.00 x 16 = \$16
- Add 2 slices pepperoni @ \$2.00 x 16 = \$32
- Add 3 slices pepperoni @ \$3.00 x 16 = \$48
- Add salad @ \$1.25 x 16 = \$20
- Add apples/caramel @ \$1.25 x 16 = \$20

Salad only with 100 cal. snack bag @ \$1.75 x 16 = \$28

Domino's Thursday \$ \_\_\_\_\_

### ROSATI'S PASTA DAY

2 cups mostaccioli pasta with Rosati's marinara sauce. All meals are served with a 100 calorie snack bag. Parmesan cheese is available.

**Choose one main item from the left column, and then add items from the right column if you wish.**

Select one:

Mostaccioli @ \$3.10 x 8 = \$24.80

Salad only with 100 cal. snack bag @ \$1.75 x 8 = \$14

Select additional items:

Add Mostaccioli @ \$2.30 x 8 = \$18.40

Add salad @ \$1.25 x 8 = \$10

Add apples/caramel @ \$1.25 x 8 = \$10

Rosati's Pasta Day Total \$ \_\_\_\_\_

### JAMBA JUICE SMOOTHIE TREAT DAY

The smoothies are not a meal, but are a treat meant to go with the child's sack lunch.

Five Fruit Frenzy – 8 oz. smoothie with strawberries, blueberries, bananas, mangos, peaches, mixed berry juice, peach juice, ice

Mega Mango – 8 oz. smoothie with mangos, strawberries, orange juice, pineapple juice, ice

Strawberry Whirl – 8 oz. smoothie with strawberries, bananas, apple-strawberry juice, ice

Select one:  Five Fruit Frenzy @ \$2.00 x 8 = \$16

Mega Mango @ \$2.00 x 8 = \$16

Strawberry Whirl @ \$2.00 x 8 = \$16

Jamba Juice Day Total \$ \_\_\_\_\_

### JERSEY MIKE'S SUB DAY

All subs are 5" and are made with meat and/or cheese only. Lettuce, mustard and mayo are provided on the side. Subs will be served with a small bag of baked chips or pretzels.

Cheese – provolone and Swiss cheese

Ham – ham and provolone cheese

Turkey – 99% fat free turkey breast and provolone cheese

Club – turkey, ham, bacon and provolone cheese

**Select your bread choice. Then you must first order one item from the left column, and add items from the right column if you wish.**

Select one bread choice:  White OR  Wheat

ham & cheese sub @ \$3.60 x 8 = \$28.80

turkey & cheese sub @ \$3.60 x 8 = \$28.80

cheese sub @ \$3.60 x 8 = \$28.80

club sub @ \$3.60 x 8 = \$28.80

Add ham & cheese sub @ \$2.90 x 8 = \$23.20

Add turkey & cheese sub @ \$2.90 x 8 = \$23.20

Add cheese sub @ \$2.90 x 8 = \$23.20

Add club sub @ \$2.90 x 8 = \$23.20

Add salad @ \$1.25 x 8 = \$10

Add apples @ \$1.25 x 8 = \$10

Salad only with baked chips @ \$1.75 x 8 = \$14

Jersey Mike's Day Total \$ \_\_\_\_\_

Chipotle Day Total \_\_\_\_\_

Culver's Thursday Total \_\_\_\_\_

Culver's Wednesday Total \_\_\_\_\_

Jason's Deli Day Total \_\_\_\_\_

Domino's Wednesday Total \_\_\_\_\_

Domino's Thursday Total \_\_\_\_\_

Rosati's Pasta Day Total \_\_\_\_\_

Jamba Juice Day Total \_\_\_\_\_

Jersey Mike's Day Total \_\_\_\_\_

**TOTAL FOOD COST** \$ \_\_\_\_\_ (Transfer this amount to the Summary Sheet)

## PTO Lunch Fundraiser Coordinators

### **Dominos Wed 1:**

Elem: Co-Chair	Lynn McCracken	847-680-4212	<a href="mailto:lmccrac569@aol.com">lmccrac569@aol.com</a>
Elem: Co-Chair	Clare Michelotti	847-680-1933	<a href="mailto:mmichelott@aol.com">mmichelott@aol.com</a>
Jr. Hi: Chair	Darlene Schick	847-367-9230	<a href="mailto:dschick813@comcast.net">dschick813@comcast.net</a>

### **Dominos Wed 2:**

Elem: Chair	Betsy Kim	847-573-0321	<a href="mailto:betsykim@comcast.net">betsykim@comcast.net</a>
Jr Hi: Co-Chair	Lynn McCracken	847-680-4212	<a href="mailto:lmccrac569@aol.com">lmccrac569@aol.com</a>
Jr Hi: Co-Chair	Clare Michelotti	847-680-1933	<a href="mailto:mmichelott@aol.com">mmichelott@aol.com</a>

### **Dominos Thurs 1:**

Elem: Chair	Danielle Wegener	847-362-8590	<a href="mailto:dwegener@comcast.net">dwegener@comcast.net</a>
Jr Hi: Co-Chair	Renee Paglia	847-918-0373	<a href="mailto:pagliafamily@comcast.net">pagliafamily@comcast.net</a>
Jr Hi: Co-Chair	Lisa Wilson	847-247-1721	<a href="mailto:laruewilson@hotmail.com">laruewilson@hotmail.com</a>

### **Dominos Thurs 2:**

Elem: Co- Chair	Ani Mattson	847-816-7126	<a href="mailto:anahismattson@yahoo.com">anahismattson@yahoo.com</a>
Elem: Co-Chair	Jennie Sahagian	847-380-0904	<a href="mailto:jsahagian@comcast.net">jsahagian@comcast.net</a>
Jr Hi: Co-Chair	Lee Jenner	847-549-9007	<a href="mailto:Jenners24@comcast.net">Jenners24@comcast.net</a>
Jr Hi: Co-Chair	Shannon Schweiger	847-573-9420	<a href="mailto:s.schweiger@comcast.net">s.schweiger@comcast.net</a>

### **Culvers Wed:**

Elem: Chair	Debbie Hepponstall	847-281-9985	<a href="mailto:d.hepponstall@comcast.net">d.hepponstall@comcast.net</a>
Jr Hi: Co-Chair	Donna Collin	847-549-0346	<a href="mailto:donna_collin@hotmail.com">donna_collin@hotmail.com</a>
Jr Hi: Co-Chair	Darlene Sizemore	847-573-0902	

### **Culvers Thurs:**

Elem: Co-Chair	Jennifer Klainos	847-247-0507	<a href="mailto:jklainos@comcast.net">jklainos@comcast.net</a>
Elem: Co-Chair	Sarah Kallas	847-816-1460	<a href="mailto:sarah.kallas@gmail.com">sarah.kallas@gmail.com</a>
Jr Hi: Co-Chair	Donna Collin	847-549-0346	<a href="mailto:donna_collin@hotmail.com">donna_collin@hotmail.com</a>
Jr Hi: Co-Chair	Darlene Sizemore	847-573-0902	

### **Rosatis Pasta Day:**

Elem: Chair	Angela Motahari	847-816-0121	<a href="mailto:motahari@comcast.net">motahari@comcast.net</a>
Jr Hi: Chair	Denise loos	847-549-0078	<a href="mailto:deniseioos@msn.com">deniseioos@msn.com</a>

### **Chipotle Day:**

Elem: Co-Chair	Beth Williams	847-984-2898	<a href="mailto:mwilliams610@comcast.net">mwilliams610@comcast.net</a>
Elem: Co-Chair	Joanie Sauers	847-573-9332	<a href="mailto:joan_sauers@yahoo.com">joan_sauers@yahoo.com</a>
Jr Hi: Chair	Nancy Kenston	847-247-9963	<a href="mailto:mnkenston@comcast.net">mnkenston@comcast.net</a>

### **Jersey Mike's Day:**

Elem: Co-Chair	Kathy Arnold	847-362-3370	<a href="mailto:ckathybarnold@sbcglobal.net">ckathybarnold@sbcglobal.net</a>
Elem: Co-Chair	Cami VanDixhorn	847-984-2483	<a href="mailto:vandixhorn@comcast.net">vandixhorn@comcast.net</a>
Jr Hi: Co-Chair	Shannon Schweiger	847-573-9420	<a href="mailto:s.schweiger@comcast.net">s.schweiger@comcast.net</a>
Jr Hi: Co-Chair	Leigh Foltz	847-968-4853	<a href="mailto:l.foltz@comcast.net">l.foltz@comcast.net</a>

### **Jamba Juice Day:**

Elem: Chair	Susan Neil	847-680-7818	<a href="mailto:neilil@aol.com">neilil@aol.com</a>
Jr. Hi: Chair	Judy Egan	847-573-8539	<a href="mailto:judegan3@comcast.net">judegan3@comcast.net</a>

### **Jason's Deli Day:**

Elem: Chair	Lynne Lenz	847-984-2336	<a href="mailto:mcllcl@att.net">mcllcl@att.net</a>
Jr. Hi: Chair	Bobbie Jones	224-433-6533	<a href="mailto:jones4etcb@msn.com">jones4etcb@msn.com</a>

### **Snack**

<b>Coordinator:</b>	Jill Lex	847-367-5938 210-710-6189	Cell/text
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### **PTO Lunch**

<b>Coordinator:</b>	Maria Roberts	847-932-1826	<a href="mailto:madmax397@comcast.net">madmax397@comcast.net</a>
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**Kindergarten – ½ Day - \$27.00**

- 1 24 ct. Crayola mini twistable crayons
- 1 8 ct. Crayola water color set
- 1 8 ct. Crayola washable thick markers
- 1 8 ct. Crayola washable thin markers
- 1 24 ct. Crayola colored pencils
- 3 large colored glue UHU sticks
- 2 Expo black fine tip dry erase markers

**Kindergarten – Full Day - \$32.00**

- 1 24 ct. Crayola mini twistable crayons
- 1 8 ct. Crayola water color set
- 1 8 ct. Crayola washable thick markers
- 1 8 ct. Crayola washable thin markers
- 1 24 ct. Crayola colored pencils
- 7 large colored glue UHU sticks
- 2 Expo Black Fine Tip Dry Erase Marker
- 1 24 ct. Crayola colored pencils

**1<sup>st</sup> Grade – \$60.00**

- 1 9x12 wirebound drawing pad
- 1 blue plastic pocket folder
- 1 green plastic pocket folder
- 1 purple plastic pocket folder
- 1 red plastic pocket folder
- 1 yellow plastic pocket folder
- 1 1" white Avery Viewthru Durable binder
- 1 12 ct. Crayola twistables colored pencils
- 3 24 ct. Crayola crayons
- 1 8 ct. Crayola washable thick markers
- 2 Expo2 low odor black dry erase
- 24 No. 2 presharpended pencils
- 1 4 oz. Elmer's school glue
- 5 large colored UHU glue sticks
- 1 sharp 5" Fiskar scissors
- 4 pink Bevel erasers
- 1 Sterilite school box
- 2 Meade 100ct Comp Notebooks

**2<sup>nd</sup> Grade – \$49.00**

- 1 9x12 wirebound drawing pad
- 1 Mead marble composition book
- 1 black plastic pocket folder
- 1 blue plastic pocket folder
- 1 green plastic pocket folder
- 1 purple plastic pocket folder
- 1 red plastic pocket folder
- 1 yellow plastic pocket folder
- 2 70 ct. spiral composition book wide ruled
- 1 wood ruler standard & metric
- 1 24 ct. Crayola colored pencils
- 1 24 ct. Crayola crayons
- 1 8 ct. Crayola washable thick markers
- 24 No. 2 presharpended pencils
- 5 large colored UHU glue sticks
- 1 sharp 7" Fiskar scissors
- 2 Magic Rub erasers
- 1 plastic school box
- 1 Sharpie yellow highlighter

**3<sup>rd</sup> Grade - \$64.00**

- 1 9x12 wirebound drawing pad
- 1 black plastic folder
- 1 blue plastic folder
- 1 green plastic folder

- 1 purple plastic folder
- 1 red plastic folder
- 1 yellow plastic folder
- 1 white plastic folder
- 1 70 ct. spiral composition book wide ruled
- 1 200 ct. wide rule filler paper
- 1 100 ct. Mead marble comp book
- 1 3" white hardback vinyl binder
- 1 3x3 4-pack yellow post-it notes
- 2 ½"x450' Scotch transparent tape
- 1 24 ct. Crayola colored pencils
- 1 24 ct. Crayola crayons
- 1 8 ct. washable Crayola thick markers
- 2 Papermate red flair tip pens
- 1 Papermate black flair tip pen
- 24 No.2 presharpended pencils
- 1 Sharpie yellow highlighter
- 1 Sharpie green highlighter
- 2 large colored UHU glue sticks
- 1 sharp 7" Fiskar scissors
- 2 Magic Rub erasers
- 1 plastic school box

**4<sup>th</sup> Grade - \$61.00**

- 1 9x12 wirebound drawing pad
- 1 8 pocket poly color portfolio
- 1 red plastic pocket folder
- 1 200 ct. wide rule filler paper
- 6 70 ct. spiral comp. book wide ruled
- 1 100 ct. marble composition book
- 1 wood ruler standard & metric
- 1 24 ct. Crayola colored pencils
- 1 8 ct. washable Crayola thick markers
- 4 Papermate black flair tip pen
- 24 No. 2 presharpended pencils
- 2 Sharpie yellow highlighter
- 2 large colored UHU glue sticks
- 1 sharp 7" Fiskar scissors
- 2 Magic Rub erasers
- 1 nylon pencil bag
- 2 Papermate red flair tip pen
- 2 Papermate green flair tip pen

**5<sup>th</sup> Grade - \$61.00**

- 1 7 pocket 6 tab expandable file
- 1 plastic pocket folder
- 1 9x12 wirebound drawing pad
- 1 180 ct. 5 subject spiral wide rule
- 2 200 ct. wide rule filler paper
- 3 70 ct. spiral comp. book wide ruled
- 1 4x6 100 ct. ruled index card
- 1 nylon pencil bag
- 24 No. 2 presharpended pencils
- 12 No. 2 pencils
- 1 24 ct. Crayola colored pencils
- 6 black medium stick pen
- 6 blue medium stick pen
- 3 red medium stick pen
- 5 black fiber tip marker
- 1 highlighter 4-pack
- 1 8 ct. Crayola washable thick marker
- 2 Magic Rub erasers
- 1 Papermate Dryline grip correction tape
- 1 7 5/8 oz. Elmer's Glue All
- 1 1/2" x450" Scotch transparent tape
- 1 wood ruler standard & metric
- 1 sharp 7" Fiskar scissors
- 1 Bow compass
- 1 6" protractor, clear

**6<sup>th</sup> Grade - \$77.00**

- 8 asst. plastic pocket folders
- 1 100 ct. Mead marble comp book
- 8 70 ct. spiral comp. book wide rule
- 1 200 ct. wide rule filler paper
- 1 120 ct. 3 subject spiral wide rule
- 1 3x3 4-pack yellow post-it notes
- 1 nylon pencil bag
- 24 No. 2 presharpended pencils
- 1 24 ct. Crayola colored pencils
- 6 Clickster .7mm mech pencils
- 6 black medium stick pen
- 3 Papermate black flair tip pen
- 3 Papermate red flair tip pen
- 3 Sharpie yellow highlighter
- 1 8 ct. Crayola washable thick markers
- 1 Bic quick dry White Out
- 1 7 5/8 oz. Elmer's Glue All
- 1 wood ruler standard & metric
- 1 sharp 7" Fiskar scissors
- 1 bow compass
- 1 6" protractor

**7<sup>th</sup> Grade - \$77.00**

- 1 1" asst. Avery Durable binder
- 2 8 tab index divider
- 2 2" Avery Durable binder
- 2 8/16 Mead pocket dividers
- 3 200 ct. wide rule filler paper
- 1 100 ct. Mead marble comp book
- 3 100 ct. spiral comp. book wide rule
- 6 asst. plastic pocket folder
- 1 nylon pencil bag
- 1 medium 4 color pen
- 6 black medium stick pen
- 6 blue medium stick pen
- 6 red medium stick pen
- 6 Bic medium green stick pen
- 6 Clickster .7mm mech pencils
- 12 No. 2 presharpended pencils
- 1 24 ct. Crayola colored pencils
- 1 Bic Brite 6 color highlighter set
- 2 3x5 100 ct. ruled index card
- 1 3x3 4-pack yellow post-it notes

**8<sup>th</sup>Grade - \$61.00**

- 2 8 tab index divider
- 2 2" Avery durable binder
- 6 70 ct. Top Flight wide rule comp
- 2 200 ct. wide rule filler paper
- 1 50 ct. graph paper
- 6 asst. plastic pocket folder
- 1 4x6 100 ct. ruled index card
- 6 black medium stick pen
- 6 blue medium stick pen
- 6 red medium stick pen
- 24 No. 2 presharpended pencils
- 1 24 ct. Crayola colored pencils
- 6 Clickster .7mm mech pencils
- 1 nylon pencil bag
- 3 Sharpie yellow highlighter

## PTO Volunteer Opportunities WE NEED YOUR HELP!!!

The Oak Grove Parent Teacher Organization is already busy making plans for the 2010-2011 school year and we are hoping that you are planning on participating. By joining the PTO you are under no obligation to help with PTO functions or activities, but we would love your support, talents and ideas! We have an active PTO with over 40 different committees, which always need volunteers. Sign up with this form and you will be contacted when the committee needs you. We are looking forward to another terrific year of service to our school. If you are interested in assisting, please sign up below. We have condensed many of the previous committees, so we can better utilize this program. A small amount of your time can make a BIG difference!

**The Oak Grove PTO meetings are held the first Wednesday of each month.** Attendance at the PTO meetings is not necessary to volunteer for a committee. Please read over the list below and check any boxes that may interest you and then return the entire form with your other registration materials.

**THANKS FOR VOLUNTEERING!**

NAME OF VOLUNTEER \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

### CLASSROOM VOLUNTEERS

- Art Awareness** Give a brief presentation on an artist and assist the class with a related art project. Artists will be pre-selected for you and materials will be set up in advance. A training session is offered as each new artist/art project is introduced. This program is presented in grades K-5.
- Computer Lab Volunteer** Assist in the elementary or junior high computer lab.
- Grade Room Parent for Grade \_\_\_\_\_** Liaison between grade teacher representative and head room parents. Initiates four party planning meetings.
- Head Room Parent for Grade \_\_\_\_\_** In charge of coordinating parents within classrooms for each party during school year.
- Room Parent for Grade \_\_\_\_\_** Help facilitate parties in your child's class.

### EAGLE VOLUNTEERS

- Baking Volunteers** Provide baked goods as needed throughout the year for special events.
- Last Minute Volunteers** Can be called within 24-48 hours to help out at various events as needed... such as filling in for absent hot lunch volunteers.
- Office Help** Assist in various tasks as needed throughout the year. These tasks may include typing, stapling, photocopying, administrative/office assistant, help stuff **EAGLES** folders for the first day of school and registration packets at the end of the school year.
- Staff Appreciation Meals** Planning and serving breakfast, lunch or dinner to the staff throughout the year.

### FAMILY EVENT VOLUNTEERS

- Family Picnic** Help organize event, serve refreshments, and sell tickets during our annual Family Picnic held at the beginning of the school year.
- Ice Cream Social** Help serve ice cream during our annual Ice Cream Socials held during each night of Spring Open Houses.
- Mall in the Hall** Assist children while shopping the "mall", wrap presents or check out. Mall in the Hall is usually held one Saturday morning early in December.
- Pancake Breakfast** Assist chairperson with decorations, set-up, serving and clean up. Held in conjunction with Mall in the Hall. Usually held one Saturday morning early in December.

- Snowflake** Assist with putting folders together for the 7th and 8th grade drug awareness program in October. This is held in conjunction with Hawthorn School on a Friday or Saturday night.
- Variety Show** Help directors plan and run the annual Spring Variety show for grades 4<sup>th</sup> – 8<sup>th</sup>. Duties include sign-ups, ticket sales, concessions, backstage, etc.
- Welcome Committee/New Parent Orientation** Assist new families throughout the year by giving tours of the school and helping them get acquainted with the school and PTO programs.

**FUND RAISER VOLUNTEERS**

- Candy Sales** Assist with the distribution of candy sale forms, tally orders and distribute on the day of pick up. Usually runs during the month of November with pick up in early December.
- Market Day** Sort, stack and hand out pre-ordered food items for the monthly pick-up in the school cafeteria. This is a 1-2 hour commitment after school. Volunteer for one month or all year!
- Pre-pack** Assist chairperson with distribution of pre-packs in late August.
- Spiritwear** Assist chairperson with order taking, form processing and distribution.

**PTO LUNCH VOLUNTEERS**

- PTO Lunch Days** Help serve food at one of our PTO lunch days. Help is needed from 11:15am-1:00pm in both cafeterias. Great opportunity to see your kids at school! Sign up for one or more days.

*New this year! If you have a specific day of the week that works for you, but don't care which lunch you serve, please check the OPEN box. We will assign you to the lunch (served that day) that most needs volunteers. You will be part of that lunch for the rest of the year. A great way to meet new people!*

<u>Tuesday PTO Lunches</u>	<u>Elem.</u>	<u>Jr. High</u>	<u>Wednesday PTO Lunches</u>	<u>Elem.</u>	<u>Jr. High</u>
Chipotle Day	<input type="checkbox"/>	<input type="checkbox"/>	Culver's Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Jamba Juice Mike's Day	<input type="checkbox"/>	<input type="checkbox"/>	Pizza Day	<input type="checkbox"/>	<input type="checkbox"/>
Jersey Mike's Day	<input type="checkbox"/>	<input type="checkbox"/>	Rosati's Pasta Day	<input type="checkbox"/>	<input type="checkbox"/>
Open Day	<input type="checkbox"/>	<input type="checkbox"/>	Open Day	<input type="checkbox"/>	<input type="checkbox"/>

<u>Thursday PTO Lunches</u>	<u>Elem.</u>	<u>Jr. High</u>
Culver's Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Jason's Deli Day	<input type="checkbox"/>	<input type="checkbox"/>
Pizza Day	<input type="checkbox"/>	<input type="checkbox"/>
Open Day	<input type="checkbox"/>	<input type="checkbox"/>

**SCHOOL EVENT VOLUNTEERS**

- Anderson Jr. High Book Fair- Fall** Assist the children in recording and purchasing their book selections, help straighten displays, help with set up or take down, etc.
- Red Ribbon Week** Assist during the month of October with counting pencils, stickers, etc. for this important alcohol and drug awareness program held for the entire school.
- Scholastic Book Fair- Fall** Assist the children in recording and purchasing their book selections, help straighten displays, help with set up or take down, etc. This event is held in late November.
- Scholastic Book Fair- Spring** Assist the children in recording and purchasing their book selections, help straighten displays, help with set up or take down, etc. This event is held in early May.
- SOAR** Help keep records of books and materials donated through this program to the learning centers and classrooms, as well as purchase some of the materials.

**SOCIAL NIGHTS** Help plan and facilitate evening event.

- K-1 Social Night**
- 2-3 Social Night**
- 4-5 Social Night**
- 6, 7, 8 Social Night**