



Parent Teacher Organization  
Annual Membership Packet  
2017-2018



August 2017

McCormick Families,

On behalf of McCormick Elementary, welcome to the 2017-18 school year! We are so happy to have you as a part of the McCormick Community! This year McCormick's PTO is looking forward to encouraging our children to embrace each other differences because "Life Rocks". We are very excited about all of the programming, events and activities planned for the upcoming year including a visit from COSI.

If you are looking for a way to contribute to your child's school experience, one of the easiest ways is to become a member of McCormick Elementary PTO (Membership does not renew itself; families must join annually). A McCormick PTO Family Membership is only \$10 a year and helps support the many activities, events and building improvements that take place at McCormick. **Joining PTO does not obligate you in any way** – it is simply a way to help fund the numerous PTO sponsored events.

Over the years PTO has supported McCormick in many ways. We have provided SMART boards, playground equipment, curriculum updates and Chrome Book Carts. PTO also coordinates numerous activities for our students and families including dances, the talent show, the book fair, assemblies, field day, the magic show, after school enrichments and more. These improvements, activities and much more are funded by the McCormick PTO and help to make McCormick the amazing place it is.

In addition, there are endless opportunities for families to volunteer throughout the year. These events could not happen without the help of dedicated people like you! Without volunteers we simply cannot hold the events we do. As volunteers are needed we will send out a sign up genius asking for the volunteers and supplies needed. There are always many ways to help out! There is so much more we can do if we have the volunteers to do it!

We are grateful for the dedicated parents who have been involved and have volunteered at our events in the past! If you would like to become more active in the school community, I encourage you to volunteer! You will not regret it! Over the years, I have found volunteering brings parents together; it helps foster new relationships, lasting friendships and a sense of community!

Information about upcoming PTO events will be sent home in Friday folders, posted on the McCormick Elementary Facebook page, posted on our website ([www.mccormickpto.com](http://www.mccormickpto.com)) and put in "McCormick Matters", our weekly newsletter.

If you have any questions or concerns, feel free to contact any of our 2017-18 Executive Board Members. Thank you in advance for your support and we look forward to a great school year!

Sincerely,

Allison Slemons  
McCormick Elementary PTO President

# McCormick PTO

## 2017-18 General Meeting Dates

Everyone is encouraged to attend PTO meetings to learn more about what is happening at McCormick Elementary School and to stay actively involved in your McCormick community. All meetings are held at McCormick. We hope to see you there!

**September 19, 2017**

(7:00 pm; library)

**October 13, 2017**

(7:00 pm; during McMath night)

**November 17, 2017**

(7:00 pm; during McHistory night)

**January 26, 2018**

(7:00 pm; during McCocoa)

**February 23, 2018**

(7:00 pm; during Magic Show)

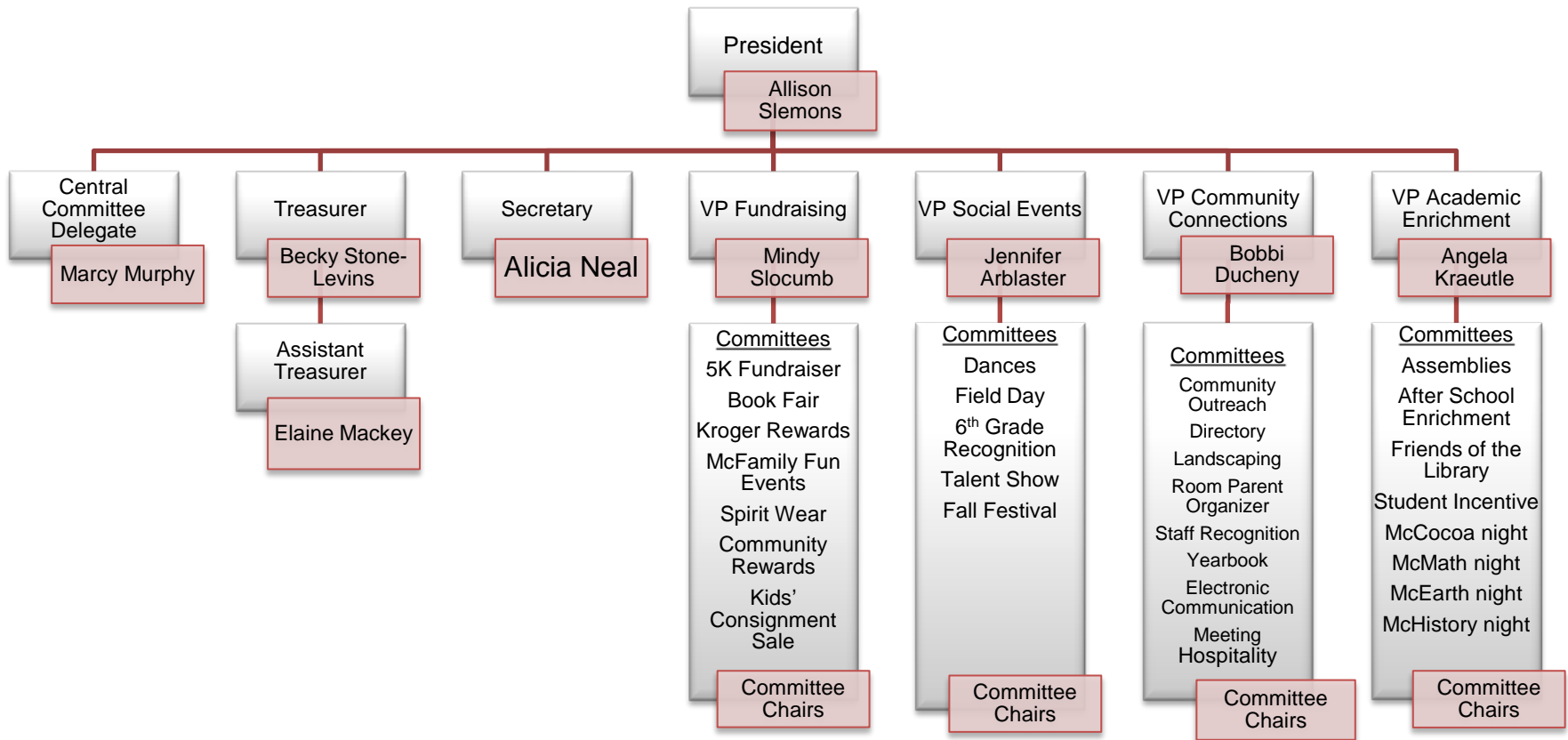
**March 17, 2017**

(7:00 pm; during Talent Show)

**April 21, 2017**

(7:00 pm; during McEarth Day)

# McCormick Elementary PTO Executive Board 2017-18



# 2017-18 Executive Board Contact Info

**Allison Slemons, President**

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**Angela Kraeutle, Academic Enrichment VP**

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**Elaine Mackey, Asst Treasurer**

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**Alicia Neal, Secretary**

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**Marcy Murphy, Central Committee Rep**

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**Don Baker, Principal**

Email: baker\_d@milfordschools.org

**Nancye Bruck, Secretary**

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**Wendy Fend, Secretary**

Email: fend\_w@milfordschools.org



# McCormick PTO

## Committee Descriptions 2017-2018



## Academic Enrichments

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### **ASSEMBLIES AND SCHOOL PROGRAMS**

(Chairperson – Open)

This committee identifies and contracts educational and learning programs to visit our school during the school year (i.e. Author Day, Science Day, COSI visits, Zoo visits). The committee is responsible for scheduling the programs, communicating with teachers about these programs, recruiting volunteers, and supporting the program with their presence.

### **AFTER SCHOOL ENRICHMENTS**

(Chairperson – Open)

This committee coordinates after school programs provided at our school by confirming information with program instructors, arranging room assignments with the school, sending home flyers, and collecting program fees.

### **STUDENT INCENTIVE PROGRAM**

(Chairperson – Open / Committee Members Needed)

The “HATS Off to You” Student Incentive Program is designed to encourage our students to perform good deeds daily during school. When students or staff members recognize any student performing a good deed, they complete a nomination form describing the good deed. Monthly, one primary student and one intermediate student will be chosen from the nominations provided and the students will be rewarded.

### **McCOCOA CAFÉ FAMILY READING NIGHT**

(Chairperson – Filled / Committee Members Needed)

This event is designed to encourage reading amongst our students and families. The event includes coordinating short readings from staff members, contacting our local library for entertainment, providing crafts and trivia for families/children and organizing refreshments (i.e. hot cocoa, coffee, cookies).

### **McMATH FAMILY MATH NIGHT**

(Chairperson – Filled / Committee Members Needed)

This event is designed to encourage math amongst our students and families. The event includes coordinating short math activities with staff members, providing crafts and trivia for families/children and organizing refreshments.

### **McHISTORY FAMILY SOCIAL STUDIES NIGHT**

(Chairperson – Filled / Co Chair Needed/ Committee Members Needed)

This event is designed to provide social studies enrichment amongst our students and families. The event includes coordinating short math activities with staff members, providing crafts and trivia for families/children and organizing refreshments.

## **McEARTH DAY**

(Chairperson – Filled / Committee Members Needed)

This event is designed to encourage our students and families to give back while helping clean up the grounds at school all while learning about science and conservation. The event includes coordinating short science activities with staff members, ordering mulch and flowers and coordinating volunteers.

## **Community Connections**

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### **COMMUNITY OUTREACH**

(Chairperson – Filled / Committee Members Needed)

This committee organizes community outreach projects for local organizations and recognizes outstanding community members. Subcommittees include:

- ***Veteran's Day Program:*** Works with the music teacher to plan and organize refreshments for military family members of students.
- ***Faces Without Places Magic Show:*** Works with Mr. Jacobs, sixth grade teacher and magician, to plan and organize refreshments for magic show. All proceeds benefit Faces Without Places.
- ***Community Collections Drives:*** Initiates collection of items needed for local organizations. Collection Drives include the Mitten/Hat Tree, Cereal Box Drive, and Flip Flop Drop.

### **ELECTRONIC COMMUNICATIONS**

(Chairperson – Filled / Committee Members Needed)

This committee utilizes & maintains the McCormick PTO website. This committee may also help with creating and maintaining Sign-up Genius lists as well as assisting with Facebook postings for PTO committees.

### **GREEN THUMB**

(Chairperson – Filled / Committee Members Needed)

This committee maintains school gardens by planting seasonal flowers, weeding and mulching.

### **ROOM PARENT ORGANIZER**

(Position filled)

This person informs the designated room parent and co-room parent for each class about policies and procedures with regard to classroom holiday parties, teacher appreciation and activities. This involves a meeting at the beginning of the school year and regular contact and updates via email. Room Parent Interest Forms will be sent home at a later time.

*NOTE: This committee does not coordinate the volunteers who work in the individual classrooms. Teachers work directly with their own classroom's volunteers.*

### **SCHOOL DIRECTORY**

(Position Filled)

This committee coordinates the school directory by gathering and confirming directory information (i.e. class lists, family addresses, emails, and phone numbers) entering directory information into a database, and printing and distributing the directory to PTO members.

## STAFF RECOGNITION

(Chairperson – Filled / Committee Members Needed)

This committee recognizes teachers and staff throughout the school year. Subcommittees include:

- **Fall & Winter Conference Dinners:** Coordinates food, drinks, paper goods, etc. for teachers' dinners provided by the PTO during spring and fall conferences. (Chairperson – Filled / Committee Members Needed)
- **Staff Appreciation Week Festivities:** Organizes and provides activities, snacks and small gifts to staff during the Staff Appreciation Week. (Chairperson – Open / Committee Members Needed)
- **Staff Appreciation Week Luncheon:** Organizes a final Friday luncheon for the staff during Staff Appreciation Week. The committee will work with the chairperson in selecting a theme and incorporate it through food, drinks, and decorations. (Chairperson – Filled / Committee Members Needed)
- **Sunshine:** Recognizes staff birthdays by providing themed treats in the lounge on monthly basis; could chose to recognize staff birthdays w/ individual treat or card from PTO. Could also acknowledge other staff events like births, get wells, weddings, etc. (Chairperson – Open / Committee Members Needed)

## YEARBOOK / PICTURE DAYS

(Chairperson – Filled / Committee Members Needed)

This committee photographs students in preparation for the development of the McCormick Yearbook. The committee photographs school events, classrooms, students and creatively interprets school days. The committee works with Lifetouch to adhere to specific deadlines and requirements, processes yearbook orders, and assists with school picture days.

## Fundraising

### MCCORMICKFEST

(Chairperson – Open & Committee Members Needed for 2018-19)

McCormickFest is our major PTO fundraiser of the school year. The committee has been busy for the past year planning the 5th Annual McCormickFest, however, we are seeking interested volunteers for the **2018-19 school year** to lead these areas. Planning for the 6<sup>TH</sup> Annual event will begin later this Fall.

- **Project Manager:** Schedule, plan and coordinate location of event, oversee all other committees.
- **Student Fundraising / Awards:** Develop student fundraising packet, track income, plan & distribute student incentives.
- **Corporate Sponsorship:** Contact local businesses for donations of money or products to help pay for 5k & festival, keep track of and record donations, collect logos and advertising information for t-shirts and signage, make sure each business receives the advertising benefit based on their level of donation, send out thank you notes to businesses that donate.
- **Registration & T-shirts:** Track registrations, t-shirts and head the registration table at event, set up signup and organize volunteers for day of event, design t-shirt and coordinate printing.
- **5K Race:** Plan course route, order bibs, oversee set up of race course and volunteers, keep track of timing and submit for posting results online
- **Advertising/Promotions:** Update FB pages, post updates regularly to FB, coordinate set up of registration page online, send picture to paper with event info prior to race, create and post event flyer at local businesses and running type stores, advertise on JogRunRace.com and other sites, collect pictures taken at event and post to FB and send in to paper, send a few pics to yearbook staff.



- ***Spirit Week Coordinator:*** Makes copies of flyers to go in Friday folders, keeps track of homeroom points during spirit week, places collection boxes in cross hallway & collects donations that are sent in (bottled water & canned goods last year); coordinates donations where they need to go (contact MMM to pick-up week after & stocking bottled water in a designated are), determines winning homeroom based on highest points

## **SCHOLASTIC BOOK FAIR**

(Chairperson – Filled / Co Chair and Committee Members Needed)

The book fair is held in the fall during parent/teacher conference week. This committee works with Scholastic and the school librarian to set-up, run and tear down the book fair. This committee is also responsible for coordination of volunteers to decorate, scheduling of shifts, community publicity, and teacher wish lists.

## **McCORMICK KIDS' CONSIGNMENT SALE**

(Chairperson – Filled / Committee Members Needed)

This committee plans & organizes the Feather Your Nest Sale (McCormick Consignment Sale). The sale will include maternity, baby & kids clothing, baby gear, toys, books, etc. Committee members may be involved in advertising the sale, collecting and working with parent vendors, set-up and tear down of the sale, working cash registers/checking out buyers.

## **COMMUNITY REWARDS PROGRAMS**

(Chairperson – Filled / Committee Members Needed)

The chairperson would lead & coordinate add'l rewards programs that are deemed to benefit PTO and McCormick families such as but not limited to Kroger, Box Tops, Amazon Smile, Target Take Charge of Education, Buffalo Wild Wings Home Team Advantage, etc.

## **McFAMILY FUN EVENTS**

(Chairperson – Filled / Committee Members Needed)

This committee coordinates with community partners to schedule family events throughout the school year. Past events have included "Dining Out" evenings at local restaurants and skating outings at Castle Skateland. A portion of sales during these events is returned to the PTO. Responsibilities include contacting businesses to schedule dates, creating flyers to send home with students and collecting the final donation check from the selected community partner.

## **SPIRIT WEAR**

(Chairperson – Filled / Committee Members Needed)

The chairperson coordinates the sales of Spirit Wear that students and their families may purchase. This committee coordinates with a vendor to pick out logos, set prices, and communicates sale information through order forms sent home with students during specified periods during the school year.

## **Social Events**

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### **FIELD DAY**

(Chairperson – Filled / Committee Members Needed)

This committee assists the physical education teacher with coordinating volunteers and activities for Field Day, which is held during the last week of school.

### **DANCES (MOTHER-SON & FATHER-DAUGHTER)**

(Chairperson – Filled / Committee Members Needed)

This committee coordinates the mother-son and father-daughter dance. Specific sub-committees include:

- **Entertainment:** coordinate DJ, dance contests, and special appearances (outside dance companies or artists) as well as select and purchase dance favors and prizes.
- **Food:** coordinate, purchase, and set up of food and refreshments.
- **Decorations:** coordinate, purchase, and set up decorations according to selected dance theme
- **Photo:** coordinate photographers, create backdrop, manage photo area during dance and distribute photos after event.
- **Souvenirs:** Create or purchase items for parents and/or students to receive at the dance. For example: corsages, sunglasses, necklaces.

## **FALL FESTIVAL**

(Chairperson – Filled / Committee Members Needed)

This committee plans the games, activities, food and entertainment for the Fall Festival held in conjunction McCormickFest. This includes planning, contacting vendors, coordinating setup, and overseeing volunteers.

## **SIXTH GRADE RECOGNITION**

(Chairperson – Filled / Committee Members Needed)

This committee organizes a recognition night for the graduating sixth grade class that includes a slide show, student acknowledgements, presentation of class gift to the school, and refreshments. Committee members assist with invitations, gather images for the slide show, select appropriate class gift (given to the school by the class), arrange drinks and snacks, and communicate with the 6th grade teachers and Mr. Baker to meet their vision.

## **TALENT SHOW**

(Chairperson – Filled / Co Chair Open/ Committee Members Needed)

This committee coordinates and promotes the McCormick Talent Show. This includes reviewing performances, organizing the show into Acts, and coordinating the production of the talent show, including programs, stage set, stage crew recruitment, and a dress rehearsal.

# McCormick PTO Committee Sign-up



McCormick PTO has numerous opportunities to get involved with committees operating within our four service areas. We are in need of volunteers to be part of the committees listed below. If you are interested in serving on one or more committees, please check the appropriate circle(s) from the list. For additional information about what each committee entails, please review the committee descriptions found with the PTO documents at [www.mccormickPTO.com](http://www.mccormickPTO.com) and/or contact the respective PTO Vice President. Needs for each committee vary and do not always require availability during school hours.

***Without parent volunteers, we simply can not provide these experiences for our students or staff! We need you!***

<p><b><u>Academic Enrichment</u></b> (PTO VP – Angela Kraeutle)</p> <ul style="list-style-type: none"><li><input type="radio"/> Assemblies/School Programs</li><li><input type="radio"/> Student Incentive Programs (HATS)</li><li><input type="radio"/> McCocoa Café (Family Reading Night)</li><li><input type="radio"/> McMath Night (Family Math Night)</li><li><input type="radio"/> McHistory Night (Family Social Studies Nights)</li><li><input type="radio"/> After School Enrichment</li></ul>	<p><b><u>Social Events</u></b> (PTO VP – Jennifer Arblaster)</p> <ul style="list-style-type: none"><li><input type="radio"/> Mother/Son Dance</li><li><input type="radio"/> Father/Daughter Dance</li><li><input type="radio"/> 6th Grade Recognition Night</li><li><input type="radio"/> Talent Show</li><li><input type="radio"/> Field Day</li></ul>
<p><b><u>Fundraising</u></b> (PTO VP – Mindy Slocumb)</p> <ul style="list-style-type: none"><li><input type="radio"/> McCormickFest 5K Run/Walk &amp; Festival</li><li><input type="radio"/> Scholastic Book Fair</li><li><input type="radio"/> Community Rewards Programs (Kroger)</li><li><input type="radio"/> McFamily Fun Events</li><li><input type="radio"/> McCormick Kids’ Consignment Sale</li></ul>	<p><b><u>Community Connections</u></b> (PTO VP – Bobbi Ducheny)</p> <ul style="list-style-type: none"><li><input type="radio"/> Community Outreach (ex: mitten drive)</li><li><input type="radio"/> Electronic Communications (website)</li><li><input type="radio"/> Green Thumb (Landscape Upkeep)</li><li><input type="radio"/> Yearbook/Picture Days</li><li><input type="radio"/> Staff Appreciation Luncheon</li><li><input type="radio"/> Staff Appreciation Week (not lunch)</li><li><input type="radio"/> Recognition of Staff Birthdays (Sunshine)</li></ul>

I am interested in Chairing or Co- Chairing an event. Please contact me.

**Please Print:**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Questions? Contact: Angela Kraeutle ([Aangiuli@hotmail.com](mailto:Aangiuli@hotmail.com)), Bobbi Ducheny ([bobohagab@aol.com](mailto:bobohagab@aol.com)), Mindy Slocumb([mdmjordan@gmail.com](mailto:mdmjordan@gmail.com)) or Jennifer Arblaster ([arblaster@hotmail.com](mailto:arblaster@hotmail.com)) or President Allison Slemons ([ALSlemons@yahoo.com](mailto:ALSlemons@yahoo.com))