

HARRISON

Harrison Parent • Teacher Organization

PTO Handbook

2015 - 2016



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at Harrison Elementary School
School District of Janesville

Welcome Harrison Hawks!

Your Parent Teacher Organization (PTO) is a non-profit, volunteer run organization that assists with the educational opportunities for all Harrison students. Please review and **SAVE** this handbook - it contains all the information you need regarding events, activities and services Harrison's PTO offers.

Get involved!

We are fortunate to have **GREAT** volunteers! We have a number of opportunities throughout the year and appreciate any time you have to offer. We are also always looking for volunteer leadership to mentor for future chairs and Executive Board positions. If you are interested in getting involved - contact our Volunteer Coordinator, Amanda Drout at harrisonpto@yahoo.com or 921.5787.

Stay Informed

There are many ways to keep up-to-date on upcoming Harrison PTO activities and announcements: PTO weekly emails, the Harrison school newsletter, the Harrison Elementary School facebook page, and the Harrison school website. PLEASE make sure we have your current email address(es) on your PTO Form.

We Love Your Input

Everyone is welcome and encouraged to attend Harrison's PTO Meetings! Our meetings are held the 3rd Monday of the month from 6:30-7:30 p.m. in the staff lounge (See our calendar on the back of this handbook for dates.) Contact information for the Executive Board as well as Chairs are listed throughout this handbook - please contact us with any questions or suggestions.

Support Harrison's PTO!

We hold **ONE** major fund-raiser each year. This year's **Walk With the Hawks** is on **Friday, October 2nd at 2:15 p.m.** Materials/collection envelopes for the Walk will be sent home with your child the first full week of school. There are many opportunities for your family to participate in this fund-raising effort --- **ALL** proceeds pay for the activities and services PTO provides for Harrison students, as well as technology in the building, such as SMART boards and tablets. Reference this handbook on Scoopie Nights and Box Tops For Education to learn about year-round opportunities to bring funds to Harrison school.

Thank you for supporting Harrison's PTO!

2015-16 Harrison PTO Executive Board

Heather DiStefano	President	289.0915
Jodi Adler	Vice President - Events/Activities	201.0929
Amanda Drout	Vice President - Membership/Volunteers	921.5787
Jamie Esser	Secretary	436.1530
Monica Kubala	Treasurer	678.548.0053
Harrison PTO e-mail	harrisonpto@yahoo.com	

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2015 - 2016 Budget

Projected Funding*

5th Grade Chicago Trip	\$1,500.00
5th Grade Party	\$800.00
Child "need" Fund	\$200.00
Family Game Night	\$50.00
Field Trips	\$3,000.00
Fine Arts Assemblies	\$2,500.00
Misc. Expenses/Supplies	\$50.00
Staff Appreciation/Sunshine Gifts	\$1,000.00
Staff Requests for Classrooms/PBIS	\$1,700.00
Technology**	\$3,556.98
TOTAL PROJECTED FUNDING*	\$14,356.98

*Funding does not reflect total expenses incurred by Harrison's PTO.

** Additional revenue generated will be used towards technology.

Projected Revenue

Box Tops	\$2,000.00
Carnival	500.00
Cash Balance	\$4,456.98
Culver's Scoopie Nights	\$2,500.00
Culver's Pint Sales	\$500.00
Market Day***	\$0.00
PTO Membership Dues	\$600.00
School Picture Royalties	\$600.00
Spirit Wear	\$700.00
Walk with the Hawks Fund-raiser	\$5,000.00
TOTAL PROJECTED REVENUE	\$16,856.98

*** Market Day is no longer offering its' grocery sale program. In 2014-15, Harrison PTO generated \$1475.23 in revenue from the Market Day sale program.

Additional PTO Events/Services - No Cost/Wash:

Halloween Party	\$0.00
Phone Book	\$0.00
School Store	\$0.00
Yearbook	\$0.00
TOTAL	\$0.00

Book Fair

Harrison PTO assists with the Book Fair during conferences. A vast selection of books are set up in the library and parents/grandparents are invited to shop during the conference hours. Proceeds from the Book Fair go to the library.

Questions? Contact Shelly Kress - 743.6400

Box Tops for Education/Milk Caps

Box Tops for Education

Look for the Box Tops logo on hundreds of products like Cheerios®, Hamburger Helper® and Kleenex®, in almost every aisle of the store. All you need to do is clip and send them to Harrison — **each Box Top is worth 10¢** for our school.



You are welcome to turn Box Tops in at any time, however, PTO will hold two collection contests this year - October 5-19 and February 8-22. The homeroom collecting the most Box Tops will earn a prize.

Questions? Contact Sara Valet - 449.7501

Carnival

Harrison PTO's Spring Carnival is **Friday, April 15th from 5:30 to 7:00 p.m.** Harrison families enjoy an evening of games, snacks, raffles, prizes and FUN!!!

In order to make the Carnival a big success, we need approximately 50 volunteers to run games, the snack and raffle tables. All Harrison families are welcome to attend. Tickets are available for purchase that night for games and food. Students also have opportunities to earn tickets through PBIS.

Questions? Contact Jan Baumann - 774.3706 or Tina Hogan - 290.3408

Community Awareness

Harrison PTO works with students each year to identify and implement projects for the community. Past projects have included the Kindness Project, collections for Salvation Army's Coats For Kids; collecting food/items for the Rock County Humane Society; and a giving tree for families in need during the holidays.

Questions? Contact Karla Herrmann - 206.6494

E-mail/Communications

Keep up-to-date on upcoming Harrison PTO activities and announcements through our weekly emails sent every Monday. Make sure we have your current email address(es) on your PTO Form. * For families without e-mail, please refer to this Handbook, the Harrison School Newsletter and the sign outside of the building for reminders of dates/times. We will send paper copies of any announcements not included in these materials.

Questions? Contact Heather DiStefano - 289.0915 or harrisonpto@yahoo.com

Field Trips

Harrison PTO contributes approx. \$10 per Harrison student towards classroom field trips each year. This enables the school to charge minimal or no fees for field trips. In addition, Harrison PTO helps fund Harrison's annual 5th grade Chicago field trip. Students attend a Broadway show and tour the Chicago Museum of Art. Because of the PTO contribution, the out-of-pocket cost per student for this amazing cultural learning experience is typically around \$30.

Fifth Grade Party

We host a farewell party for our 5th graders at the YMCA. Students swim, play in the gyms, have pizza and snacks. At the end of the day, parents are invited to join for a reception and video presentation of their students' years at Harrison.

Questions? Contact Jodi Clark - 756.9523

Fine Arts Assemblies

A committee of Harrison parents and staff bring in 3-4 fine arts assemblies each year that compliments the school's curriculum. Past assemblies have included: TheatreWorks USA and Spotlight On Kid's productions; Folk Fairs; Wheelchair Basketball; Health Fairs; Anti-Bullying Speakers; Science Demonstrations; authors and artists from throughout the country.

Questions or ideas for future assemblies? Contact Heather DiStefano - 289.0915

Game Night

Have cabin fever? Life a little dull after the holidays? Harrison families are invited for a fun evening of games, **Friday, February 20th from 6:30 to 7:30**. The committee brings in a number of favorite board games and puzzles for all to play, while enjoying snacks compliments of Harrison PTO.

Questions? Contact Brenda Dabson - 290.4540

Grounds Clean-Up

PTO volunteers are needed in the fall and spring to weed, trim bushes/trees and spruce-up the courtyard and area around the sign and entrance to the building.

Questions? Contact Tish Sheridan at 755.1173.

Halloween Party

Harrison PTO's Halloween Party is **Friday, October 23rd from 5:30 to 7:00 p.m.** Harrison families are encouraged to come dressed in costumes and enjoy an evening of games, snacks, dancing, raffles, prizes and ghoulish FUN!

In order to make the Halloween Party a big success, we need approximately 50 volunteers to run games, the snack and raffle tables. The event is free for all Harrison families to attend. We ask for donations of candy prior to the event to help fill up our prize buckets and a raffle, with items donated by Harrison families, to help offset the costs of the event.

Questions? Contact Traci Kaas - 757.8121 or Heather DiStefano - 289.0915

Hospitality

Harrison PTO maintains a list of volunteers available to bake or purchase food items for various events and activities (sings, classroom parties, conferences)

Questions Contact Amanda Drout - 921.5787

Market Day

Harrison PTO was notified over the summer that Market Day was acquired by World's Finest Chocolate and they discontinued the Market Day grocery sales program. Our Market Day sales generated \$1,400-\$2,500 annually in profits to Harrison PTO. We are thankful to our dedicated Market Day customers and are researching options to make up the loss in revenue.

Membership

Harrison PTO membership is \$5.00 per family. 100% of these dollars go towards the programs and services provided for the students of Harrison school.

All members receive a complimentary copy of Harrison's Phone Book and are invited to attend the PTO Meetings held throughout the year. We also post the names of the members in the front hall to recognize you for your support.

Questions? Contact Amanda Drout - 921.5787

Phone Book

The Harrison Phone Book contains the student's* grade, name, address, phone number(s), and parent/guardian names. One phone book will be distributed, at no charge, to each Harrison family that joins Harrison PTO. Additional copies will be available to all Harrison families for \$2.50 each.

*To have your child listed in the Harrison Phone Book, please complete and return the PTO form to Harrison by **September 18th**.

Questions? Contact Jamie Esser - 436.1530



Harrison PTO is always looking for ways to improve and serve the needs of Harrison and its' families. Please pass along suggestions and ideas - we LOVE them!

harrisonpto@yahoo.com



School Pictures/Yearbook

School pictures will be taken on **September 22** (retakes taken on **November 10**). Student's pictures will be included in classroom photos as well as the school yearbook. Families have the opportunity to purchase pictures from a variety of packages offered by LifeTouch. Spring pictures will be taken on **March 18**. These are less formal options. Harrison PTO receives money from LifeTouch for each student's picture taken regardless of whether or not they purchase picture packages.

We offer a full-color yearbook for purchase by Harrison students and staff for \$12.00. Yearbooks are not part of ANY picture package and must be ordered by **September 18th** (yearbooks distributed the last week of the school year).

We are always looking for pictures from classroom parties, events and field trips to include in the yearbook. Please contact our yearbook coordinator for information on sending them your photos for consideration.

Questions? Contact Jamie Esser - 436.1530 (school pictures), Traci Kaas - 757.8121 (yearbook)

School Store

From October - May, Harrison PTO sets up its' school store during lunchtime (SEE calendar on the back of this handbook for dates). Students in grades 2nd - 5th are able to purchase school items ranging in price from 5¢ to \$1.50. The store is stocked with staple classroom items as well as fun school supplies.

Questions? Contact Karla Herrmann - 206.6494 or Audrey Smith - 290.5217

Scoopie Nights

Harrison PTO hosts 4 Scoopie Nights at the Culver's located on Milton Avenue. Culver's donates 10% of its' dine-in and carry out/drive through profits from 4-8:00 p.m. on **October 14th, December 9th** and **February 23rd** and 20% of its' profits on **April 12th** to Harrison's PTO. Harrison families and staff typically pack the restaurant and Harrison staff volunteers deliver the food to your table.

NEW - Harrison PTO will have pints of Culver's custard for sale after school periodically throughout the fall and late spring. Postcard size fliers will be sent home with all students prior to each sale.

Questions? Contact Lynn Sarauer - 756.1759

Spirit Day

Harrison PTO celebrates Harrison school spirit the 1st Friday/month (See our calendar on the back of this handbook for dates). Students and staff are encouraged to wear spirit wear or dress in Harrison school colors - green and white.



Spirit Wear

Harrison PTO offers school spirit wear for purchase in September, November and March. Items include T-shirts, sweatshirts, hats, and fleece jackets. The fall deadline for spirit wear is **Friday, September 18th**.

Questions? Contact Greg Bienema - 752.9635

Staff Appreciation/Sunshine Gifts

Harrison PTO makes sure Harrison's staff and teachers feel appreciated throughout the year. We provide gift certificates to our book fair, classroom supplies, we host a school year kick-off lunch, supply food for meals during conferences, bring goodies for Educator Appreciation Week and many other little things to thank the staff and teachers for the great work they do.

Questions? Contact Sue Partello - 921.6161 or Monica Kubala - 678.548.0053

Volunteering

Harrison PTO volunteers are our greatest asset. An hour or two of your time makes a BIG difference in the success of our special school-related activities. If you have time to volunteer, please indicate your availability on your families' 2015-16 Harrison PTO Form. Amanda Drout, our Vice President - Membership/Volunteers or Sara Valet, our Daytime Volunteer Coordinator, will contact you regarding opportunities available throughout the school year.

In addition, each classroom also has opportunities to sign up to assist with classroom needs and events throughout the school year. Contact your students' homeroom teacher for more information.

To become a Harrison PTO volunteer, contact Amanda Drout - 921.5787 or turn in the PTO Form with your volunteer availability.

Walk With the Hawks

Harrison's PTO invites the families and staff of Harrison Elementary School to participate in our 8th Annual Walk With the Hawks fund-raiser. This is Harrison PTO's **ONLY** major fund-raiser and proceeds from the Walk benefit all students of Harrison through field trips, PTO events, programs, activities and technology, such as the SMART Boards and tablets. Our 2015 **GOAL** is to raise **\$5,000**.

The Walk

The Walk will take place on **Friday, October 2nd at 2:15 p.m.** After a fun warm-up, families are encouraged to join students on the 2-mile walk. The walk will include contests, live music and possibly a turkey.

Weekly Events

Fund-raising materials will be distributed to your child the first full week of school. All students and staff also have the opportunity to participate in weekly events leading up to the Walk including "Coin Wars", "Spirit Week" and much more!

T-shirts

Participants will have an opportunity to earn a Walk With the Hawks T-shirt. Students will also earn chances to win T-shirts through PBIS ticket drawings.

Prizes

Prizes will be awarded as we accomplish our fundraising goals.

Questions? Contact Heather DiStefano - 289.0915

2015 - 2016 Harrison PTO Calendar

September

- 3 PTO Materials Distributed
- 9 Hawk Walk Kickoff/
Materials Distributed
- 11 Spirit Day
- 18 PTO Forms Due
Spirit Wear Orders Due
- 21 PTO Meeting - 6:30-7:30 p.m.
- 22 Fall Pictures

October

- 1 Spirit Wear Distributed
- 2 Spirit Day
Hawk Walk - 2:15 p.m.
- 5 Summer/Fall Box Tops for
Education Contest Begins
- 8 School Store - 12:00-12:45
- 14 Scoopie Night - 4-8 p.m.
- 19 PTO Meeting - 6:30-7:30 p.m.
Summer/Fall Box Tops for
Education Contest Ends
- 23 Halloween Party - 5:30-7:00 p.m.
- 28 Conferences/Book Fair
- 29 Conferences/Book Fair

November

- 6 Spirit Day
- 10 Picture Retakes
- 12 School Store - 12:00-12:45
- 16 PTO Meeting - 6:30-7:30 p.m.
- 24 Spirit Wear Orders Due

December

- 4 Spirit Day
- 9 Scoopie Night - 4-8 p.m.
- 10 School Store - 12:00-12:45
- 18 Spirit Wear Distributed

January

- 8 Spirit Day
- 14 School Store - 12:00-12:45
- 18 PTO Meeting - 6:30-7:30 p.m.

February

- 5 Spirit Day
- 8 Winter/Spring Box Tops For
Education Contest Begins
- 11 School Store - 12:00-12:45
- 15 PTO Meeting - 6:30-7:30 p.m.
- 19 Game Night - 6:30-7:30 p.m.
- 22 Winter/Spring Box Tops For
Education Contest Ends
- 23 Scoopie Night - 4-8 p.m.

March

- 3 Spirit Wear Orders Due
- 9 Conferences/Book Fair
- 10 Conferences/Book Fair
- 18 Spring Pictures
- 29 Spirit Wear Distributed
- 30 5th Grade Chicago Field Trip

April

- 1 Spirit Day
- 12 Scoopie Night - 4-8:00 p.m.
- 14 School Store - 12:00-12:45 p.m.
- 15 Spring Carnival - 5:30-7:00 p.m.
- 18 PTO Meeting - 6:30-7:30 p.m.

May

- 2-6 Educator Appreciation Week
- 12 School Store - 12:00-12:45 p.m.
- 13 Spirit Day
- 16 PTO Meeting - 6:30-7:30 p.m.