

**BEAR TAVERN  
PARENT TEACHER  
ORGANIZATION**

Parent Welcome  
&  
Handbook

**2016-2017**

**BEAR TAVERN PARENT TEACHER ORGANIZATION**  
**PARENT WELCOME & HANDBOOK**

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# LETTER FROM... THE BEAR TAVERN PTO PRESIDENT

August 2016

Dear Bear Tavern Parents & Guardians,

On behalf of the PTO Board, I am happy to welcome all new and returning families to the Bear Tavern Community. As we enter another fantastic year at Bear Tavern, we have many outstanding enrichment programs, great community-building events and fun celebrations that we would like to share with you. A Bear Tavern PTO events calendar has been included in this handbook.

As a parent/guardian of a Bear Tavern student, YOU ARE A MEMBER OF THE BTPTO, and we want and need your help! Our PTO board members and committee chairs are hardworking parents just like you. We welcome your ideas, invite you to attend our meetings and events and encourage you to volunteer your time and expertise. Your involvement is vital to ensure that the programs sponsored by the PTO, for our children, are successful. Even if you have a busy schedule, there are many ways to become involved. To conveniently keep you updated with information and volunteer opportunities, your contact email has been added to our Bear Tavern Volunteers website (<https://btvolunteers.shutterfly.com/>), you will have an opportunity to be listed in our school directory as well as receive weekly updates via email (Bear Bulletin), and you can also checkout our website (<https://beartavernpto.shutterfly.com/>).

We would also like to encourage you to come to our PTO meetings, which are mostly held on the third Wednesday of the month. Please see the schedule on page 4 of this handbook. We have scheduled the meetings in the evening to make it more accessible for ALL Bear Tavern parents.

We are looking forward to another amazing year and hope to get as many parents as possible involved with the PTO and assist with our mission to enrich and enhance the social and educational opportunities for the children of Bear Tavern Elementary. If you have any questions or would like to share some of your ideas and thoughts, please feel free to contact me.

Sincerely,

Debbie Linthorst  
BTPTO President  
Email: [dlinthorst@comcast.net](mailto:dlinthorst@comcast.net)

***Please join us at our Back to School Breakfast on September 7 @ 9am.***  
*The Breakfast will be a time to catch up after summer, to learn about volunteer and committee opportunities, meet committee and board members, teachers and parents, and learn more about our Bear Tavern Community.*  
*Hope to see you after the first day of school program on the blacktop!*

## **BEAR TAVERN PTO EXECUTIVE BOARD 2016-2017**

<b>President</b>	Debbie Linthorst	<a href="mailto:dlinthorst@comcast.net">dlinthorst@comcast.net</a>
<b>Co-VPs: Community Building/Enrichment</b>	Jenn DiDonato	<a href="mailto:psunshine77@gmail.com">psunshine77@gmail.com</a>
	Kristel Nesrallah	<a href="mailto:klnesrallah@gmail.com">klnesrallah@gmail.com</a>
<b>Co-VPs: Fundraising</b>	Carrie	<a href="mailto:carriecapp@yahoo.com">carriecapp@yahoo.com</a>
	Matuszewski	<a href="mailto:klananian@yahoo.com">klananian@yahoo.com</a>
	Kim Ananian	
<b>VP: Communication</b>	Tina Ansari	<a href="mailto:Tinaansari5@gmail.com">Tinaansari5@gmail.com</a>
<b>Treasurer</b>	Trish Rojas	<a href="mailto:Patricia.rojas1@gmail.com">Patricia.rojas1@gmail.com</a>
<b>Co-Secretaries</b>	Diane Baratta	<a href="mailto:dibaratta@yahoo.com">dibaratta@yahoo.com</a>
	Kerry Nulman	<a href="mailto:kdnulman@yahoo.com">kdnulman@yahoo.com</a>
<b>Trustee</b>	Kerry Nulman	<a href="mailto:kdnulman@yahoo.com">kdnulman@yahoo.com</a>

## **BEAR TAVERN PTO MEETING SCHEDULE 2015-2016**

All members of the BTPTO (All parents & guardians and teachers of Bear Tavern) are invited to attend the BTPTO meetings. All meetings are held at 7pm in the Media Center. We hope to see you there.

Wednesday, September 28, 2016\*

Wednesday, October 19, 2016

Wednesday, January 18, 2017

Tuesday, March 14, 2017

Wednesday, May 17, 2017

\*There will also be a meeting for room parents.

\*\*There are no meetings in November, December, February, April or June.

Please note: The above schedule is tentative. Please check the Bear Tavern Elementary School Website Calendar or the Bear Tavern PTO website (<http://beartavernpto.shutterfly.com>) for the most up to date information.

### **BEAR TAVERN PTO EVENT SCHEDULE – 2016/2017**

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
"Countdown to School" Meet & Greet: All Grades	Tues, 8/23	6:00-8:00PM	Playground / APR, if raining
BT Open House	Thurs, 8/25	9:00-11:00AM	APR
Kindergarten Orientation	Thurs, 8/25	11:00-1:00PM	APR
New Student Orientation	Thurs, 8/25	1:00 PM - 2:00 PM	APR
BTPTO Welcome Breakfast (1st Day)	Wed, 09/07	9:00 AM	APR
Back to School Night & PTO Welcome	Thursday, 09/15	6:00 PM - 9:00PM	APR
Welcome Back Picnic	Friday, 09/16	6:00 PM - 8:30 PM	Playground / APR, if raining
PTO Room Parent Meeting & PTO Mtg.	Wed, 9/28	7:00 PM - 9:00 PM	Library
October Together Tuesday	Tues, 10/4		
October PTO Meeting	Wed, 10/19	7:00 PM - 9:00 PM	
Oktoberfest	Friday, 10/21	6:00 PM - 9:00PM	APR

BT Halloween Parade	Friday, 10/28	9:00 AM	Back Blacktop
November Together Tues.	Tuesday, 11/8		
Holiday Book Fair	F 11/18 – Tues 11/22	Conference Hours	Main Hallway
Veterans Day Observance (PTO Breakfast)	Wed, 11/9		
Parent Teacher Conferences	Fri 11/18 – Tues 12/22	Conference Hours	Classrooms

Kids' Holiday Shoppe	Monday, 11/28 – Friday, 12/2	School Hours	Main Hallway
Dec Together Tuesday	Tuesday, 12/6		
<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Winter Concert	Thursday, 12/15		
Carnival	Friday, 1/20	6:00-8:30	
January PTO meeting	Wed, 1/18	7:00 PM – 9:00 PM	Library
Feb Together Tuesday	Tuesday, 2/7		
Spring Book Fair Kick-Off Event & Read-in	Friday, 2/24	6:00 PM – 9:00PM	APR & Main Hallway
Book Fair	F, 02/24 (night); M-Th: 2/27-3/2	School Hours	Main Hallway
March Together Tuesday (Parent Event?)	Tuesday, 3/7 (or TBD)		
March PTO Meeting	Tuesday, 3/14	7:00 PM – 9:00 PM	Library
K-Garten Registration	Mar./Apr.	9-11:30AM & 1-2:30PM	Main Hallway
April Together Tuesday (Parent Event?)	Tuesday, TBD		
BTPTO Science Fair	Friday, 3/10	5:00 PM – 9:00 PM	APR & Gym (other - TBA)

Staff Appreciation Luncheon	Monday, 5/1	12:45PM-2PM?	
May Together Tuesday	Tuesday, 5/9	TBD	APR
Trenton Thunder Game	Apr/May (Friday)	6:30 PM	OFF SITE
May PTO Meeting	Wed, 5/17	7:00 PM - 9:00 PM	Library
Field Day	May/June (TBD)	School Hours	Entire School
BT Spring Concert Performance	June (TBD)	7:00 PM - 9:00 PM	PAC
End of Year Picnic	Friday, 6/9	5:30 PM - 8:30 PM	Playground / APR, if Raining
<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Fifth Grade Circus	May/June (TBD)	7:00 PM - 8:30 PM	Gym
Grade 5 Promotion	June (TBD)	7:00 PM - 9:00 PM	PAC
5th Grade "Clap Out"	Tues, 6/20 (Last Day)	12:20PM	Outside





# BEAR TAVERN PTO INFORMATION SHEET

*Many of you may have questions about the PTO and what we do at Bear Tavern. We hope that this list of the most commonly asked questions will help clarify our role.*

## **#1. What is the PTO?**

PTO stands for Parent Teacher Organization. (We often refer to ourselves at BTPTO – Bear Tavern Parent Teacher Organization.)

## **#2. What is the main role of the PTO?**

The BTPTO provides support (volunteer, financial, programmatic, etc.) to Bear Tavern School both in and out of the classroom.

Our mission is: *To enrich and enhance the social and educational opportunities for our children as well as to foster lines of communication among parents, teachers, administrators, staff and students within Bear Tavern.*

## **#3. How does the PTO offer support to the school?**

The PTO offers support to the school in a variety of ways, including:

- **Enhancing Classroom Education:** The BTPTO provides grants to help purchase items within the classrooms to enhance the education of our children. For example, we organize and run book fairs to raise funds to purchase books and supplies for the classrooms.
- **Education Outside of the Classroom:** The BTPTO funds activities for extended learning outside of the classroom including assemblies, and funding for class field trips (transportation and entry fees). We run an annual Saturday Morning Enrichment starting in January, to provide enhanced learning opportunities for our students.
- **Community Building:** The BTPTO sponsors activities for the sole purpose of building community within our school. Some of the activities sponsored by the BTPTO are Family Nights including Picnics, Oktoberfest and Community Awareness Activities.

- **Support:** The BTPTO organizes volunteers for school events and works to provide support for members of our school community. We recruit volunteers for the library, classrooms (room parents), and to meet other school needs.

#### **#4. How does the PTO plan the activities that offer support to our school?**

These activities are planned through Parent Volunteers like you!

We offer a variety of programs and activities where you can help as a volunteer including: Assemblies, Book Fairs, Family Night Events, and Science Fair. For more details and to get involved, see the list of committees and volunteer opportunities at the end of this handbook.

#### **#5. What are the responsibilities of a parent volunteer?**

*Parent volunteers are vital in making sure that our programs are successful. Your involvement and support is needed.* Parents may choose to be a **committee chair**, be a **committee member** to help organize and plan an event, or be a **volunteer** to help out on the night the activity is held. Any amount of time you can offer to help support BTPTO activities would be greatly appreciated.

#### **#6. How does PTO fund all of these programs?**

The BTPTO is able to provide these services through the support of the parents and guardians in our community. Members of our community volunteer their time to organize and volunteer at these programs and they provide financial support by contributing to the BTPTO's fundraising initiatives and most importantly the Bear Essentials Giving Campaign (Annual Appeal).

#### **#7. How can I give to BTPTO?**

- **Contribute to the Bear Essentials Giving Campaign (Annual Appeal):** Make a contribution to the campaign and support the activities that the BTPTO provides for your child and the other students.
- **Attend Fundraising Events:** Join us for BTPTO Fundraisers. Come to the Holiday Book Fair, the Kid's Holiday Shoppe, purchase books in the Scholastic Book Fair or join us for Together Tuesdays.
- **Support BTPTO Fundraisers:** Throughout the year, we organize fundraisers like Wrapping Paper Sales, Coupon Book Sales and Terracycle.
- **Volunteer!!!:** please see section below for more details.

*\*\*\*All of our fundraisers are completely optional, and families can choose to support whichever fundraisers interest them.*

## HOW TO GET INVOLVED (“Sign Me Up!”)

We are always looking for parents and guardians to help plan and work on BTPTO events. You can sign up using any of the following ways:

- Sign up at the Bear Tavern Open House on August 25<sup>th</sup> (9-11:00 AM).
- Sign up at the Parent Welcome Back Breakfast on September 7<sup>th</sup> (9AM).
- Sign up at Back to School Night on September 15<sup>th</sup> (6:30-9:00PM).
- Sign up online on the Bear Tavern PTO website (<http://beartavernpto.shutterfly.com>).
- Check out the BT Volunteers website <http://btvolunteers.shutterfly.com>).
- Contact a Committee Chair, a member of the BTPTO Board or the Volunteer Committee.

*Our Committee Chairs are encouraged to contact anyone that signs up to get involved with a committee. However, if you don't hear from the Chair or someone on the committee, please reach out to the committee chairperson, any member of the PTO Board or the Volunteer Committee.*

With your help we are looking forward to providing our children with an amazing year filled with fun and learning.

## **BEAR TAVERN GUIDELINES FOR PTO FAMILY EVENTS**

In order to make PTO family events safe and fun for everyone a small committee of parents and teachers created the following guidelines.

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### **Parents:**

- Please familiarize yourself with the Bear Tavern school rules and go over them with your children.
- Please know where your children are at all times.
- Please step in if you see a student making a bad choice and inform them of the school rules.
- If your child's teacher is present, please keep it **social**.
- Please refrain from talking about your child's performance or school "business".

### **Students:**

The same rules apply after hours as they do during school:

#### **Bear Tavern School Rules:**

- Be responsible
- Take care of our school
- Take care of ourselves and others

*These rules follow you wherever you go...*

For your safety, please stay within the event area, away from the classrooms and be sure to walk in the hallways.

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### **Staff:**

- Enjoy social time with parents and students.
  - Please bring your family for a night of fun.
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***PTO family events are planned for families. Please no drop-offs.***

*Please note that at most PTO Sponsored events we do not have a nurse present. Please be aware that during PTO sponsored events (where a parent or guardian is not present) that 911 will be called if your child is injured or in need of medical assistance.*

## **BEAR TAVERN PTO VOLUNTEER PROCEDURES & GUIDELINES**

Our parent volunteers play a vital role in what BTPTO offers to our students. In order to ensure the safety and security of our BT community some general guidelines and procedures are listed below:

1. **Always sign-in and out** in the main office. This procedure is for everyone's protection, and enables school officials to locate you in the event of an emergency.
2. **Wear your nametag.** This allows the students and teachers to become familiar with who you are and identifies you as someone having a reason to be on school grounds.
3. **Be dependable and prompt.** If you are running late or unable to fulfill your commitment please contact the committee chairperson or room parent.
4. **Follow school rules.** Volunteers must follow the same rules that the students are asked to follow. Be kind, courteous, and respectful.
5. **Avoid using this time to discuss your child with their teacher.** Please make an appointment with the teacher if there is something personal you need to discuss.
6. **Respect the teacher's time.** Please enter your child's classroom only when you are expected; pop-in visits disrupt our students' learning time.
7. **Confidentiality.** Please keep all student grades/progress/discipline confidential. Keep information about students that you see or with whom you may interact to yourself.
8. **Leave discipline for the teacher.** If you are having a problem with a student, please tell the teacher and let them handle it.
9. **Reimbursements for purchases.** If you've made a purchase for a BTPTO committee, please fill out a BTPTO reimbursement form (which can be found in the main hallway and on the BTPTO website). If you purchased something but don't want to be reimbursed, please fill out a reimbursement form and note that your purchase should be considered a donation. *For budget purposes, all expenses need to be documented.*
10. **Correspondence to BTPTO committees/Board Members.** Feel free to email or call the Board Members. There is a BTPTO mailbox located in the main office behind the door

on the right hand side. Board members and committee chairs check their boxes on a regular basis.

11. **Flyers and forms.** If you are looking for a flyer or form (district, BT, and/or BTPTO) you are likely to find them in the Virtual Backpack, on the Bear Tavern PTO Website (<http://beartavernpto.shutterfly.com>) or in the slots in the main hallway, across from the main office. If you don't find what you are looking for, please ask the main office or if it is BTPTO related, ask any BTPTO Board Member

### **START OF THE YEAR BTPTO VOLUNTEER OPPORTUNITIES 2016-2017**

We have some great opportunities available at the beginning of the year.

Please consider volunteering for one of these positions.

**Parents: We Need You** in order to make our year successful!

**\*\*ROOM PARENTS WANTED\*\***: Room Parents are the teachers' liaisons with the entire class. They help plan parties, events, and communicate with the rest of the class. Please volunteer your time to assist our teachers in making your child's classroom experience fun and exciting. DEADLINE SEPTEMBER 16! Please email your name, contact information, and your child's name (we do not know teacher assignments yet for next year) to Shanelle Sager at: **Sager\_Shanelle\_I@elanco.com**.

**\*\*LIBRARY HELPERS WANTED\*\***: Library Helpers assist the librarian with media center duties. They are asked to make a commitment of 60 minutes on a weekly basis (often during your own child's library period). Library Helpers are a vital part of our school volunteer force, to ensure that the students' media center experience is a smooth and enjoyable one. If interested, please email Debbie Linthorst at: **dlinthorst@comcast.net**.

**\*\*BACK TO SCHOOL PICNIC COMMITTEE\*\***: To be held on Friday, September 16. Help with coordination of food vendors, entertainment and activities, setup and cleanup. Please email Jenn DiDonato at: **psunshine77@gmail.com**

**\*\*OKTOBERFEST COMMITTEE MEMBERS WANTED\*\***: We are in need of parents to help co-chair the Oktoberfest event on 10/21/2016. Please email your name and contact information to: Jenn DiDonato at: [psunshine77@gmail.com](mailto:psunshine77@gmail.com)



Whether you have one hour to spare or more, there is a BTPTO committee that can use your help. Not only is this an opportunity to support our school, but it is also a great way to meet other parents and get to know the school staff.

COMMITTEE/POSITION/CHAIRS	Work done @	TIME COMMITMENT	BRIEF DESCRIPTION
<b><u>Annual Appeal</u></b> Committee Members Needed  Trish Rojas ( <a href="mailto:patricia.rojas1@gmail.com">patricia.rojas1@gmail.com</a> ) Hanifa Barnes ( <a href="mailto:hanifal.b@gmail.com">hanifal.b@gmail.com</a> )	At Home	8-10 hours over the course of the year.	Assist with promotion of Appeal; assist with collection of donations; prepare and send thank you letters/tax receipts
<b><u>Assemblies Chair</u></b> Co-Chair Needed  Anne Amon ( <a href="mailto:anneamon14@gmail.com">anneamon14@gmail.com</a> )	Primarily at Home; may wish to attend assemblies, but not required	10-12 hours over the course of the school year. Attend one meeting of District Assembly Cmte re. Visiting Author.	Schedule student assemblies, approx. one every other month; oversee Visiting Author program/visit (with District Assemblies Cmte). Solicit groups to present assemblies; work with BT Main Office to schedule; secure payment from PTO Treasurer.
<b><u>Assistant Treasurer</u></b> Assistant Treasurer Needed	At Home	1-2 hours/week	Assist Treasurer, Trish Rojas, with BTPTO Financials (no experience needed)



Trish Rojas <a href="mailto:Patricia.rojas1@gmail.com">Patricia.rojas1@gmail.com</a>			
<b><u>Beartanical Garden</u></b> <b><u>Outdoor Learning Space</u></b> Representatives Needed  Debbie Linthorst ( <a href="mailto:dlinthorst@comcast.net">dlinthorst@comcast.net</a> )	Primarily at Home; may attend events /meetings	TBD	Serve as liaison for BTPTO to Outdoor Learning Space – assist BT Staff with scheduling of events (e.g., garden clean ups).
<b><u>BT Spirit Wear (TBD)</u></b> Carrie Matuszewski ( <a href="mailto:carriecapp@yahoo.com">carriecapp@yahoo.com</a> )	Primarily at Home; sort and deliver orders to classrooms	6-8 hours over the course of the school year.	Help develop products/designs; coordinate with spirit wear provider; track and distribute orders. Coordinate with Treasurer.
<b>COMMITTEE/POSITION/CHAIRS</b>	<b>Work done @</b>	<b>TIME COMMITMENT</b>	<b>BRIEF DESCRIPTION</b>
<b><u>BT School Supply Kits</u></b> Co-Chair Needed  Carrie Matuszewski ( <a href="mailto:carriecapp@yahoo.com">carriecapp@yahoo.com</a> )	Primarily at Home; distribute kits at August Orientation	8-10 hours	Prior to the start of the school year, compiles the lists of classroom supplies requested by teachers; publicizes sale of kits; tracks orders; distributes kits at the Annual Open House in Aug.
<b><u>Book Fair – Holiday</u></b> Co-Chairs Needed  Rebecca Mallowney ( <a href="mailto:mallowney@verizon.net">mallowney@verizon.net</a> )	Primarily at School, though some planning/ordering & correspondence done from home	20-25 hrs (Fair: Nov 17-23)	Event held during November Parent-Teacher Conferences; publicize event; oversee coordination of volunteers, setting up, running & breaking down Fair.
<b><u>Book Fair – Spring</u></b> Co-Chairs Needed  Diane Baratta <a href="mailto:dibaratta@yahoo.com">dibaratta@yahoo.com</a>	Primarily at School, though some planning/ordering & correspondence done from home	35-40 hours Fair: Feb 23- Mar 2 Setup Day Feb 22 or 23	Event held immediately after Winter Break. Publicize event; oversee coordination of volunteers, setting up, running & breaking down Fair.
<b><u>Book Fair -Spring Kick Off Night</u></b> Co-Chair Needed	At School; some planning done from home	10-12 hours Event: Fri, Feb 24	Organize and run this family event; secure food vendor, decorate, set up games, crafts incorporating Fair theme.

<p>Diane Baratta  <a href="mailto:dibaratta@yahoo.com">dibaratta@yahoo.com</a></p>			
<p><b><u>Box Tops for Education</u></b></p>	<p>At Home</p>	<p>Varies; approximately 8-10 hours a year.</p>	<p>This committee oversees the collection of General Mills box tops; regular (typically once-a month) collection, organizing/clipping coupons, checking exp. dates, &amp; packaging for shipment in October and March. Publicize/create incentives for families to participate.</p>
<p><b><u>Bulletin/FLASH</u></b>  *Co-Chair Needed    Diana Drake, <a href="mailto:drakeink@aol.com">drakeink@aol.com</a></p>	<p>At Home</p>	<p>1-2 hours/week (every other month or alternated with co-chair as needed)</p>	<p>Edit and transmit Bulletin &amp; Bear Flash on a weekly basis; maintain the PTOs mail chimp database; coordinate with President/VP.</p>

COMMITTEE/POSITION/CHAIRS	Work done @	TIME COMMITMENT	BRIEF DESCRIPTION
<b>Carnival Night</b> *Need Co-Chairs: 4 <sup>th</sup> grade parents  Debbie Linthorst, <a href="mailto:dlinthorst@comcast.net">dlinthorst@comcast.net</a>	Primarily at School on day of event; pre-planning from home	10-12 hours. Carnival scheduled for January 13, 2017.	Coordinate food for this 5 <sup>th</sup> grade committee/family event. Obtain food vendor; set prices; publicize sale; coordinate volunteers; set up table
<b>Cheesecake Fundraiser</b> Co-chair Needed  Carrie Matuszewski, <a href="mailto:carriecapp@yahoo.com">carriecapp@yahoo.com</a>			Help with tasting/sales table at Back to School Night; publicize sale; track sales; coordinate distribution of orders to families.
<b>Community Awareness</b> Co-Chair Needed  Rachel Schnure, <a href="mailto:rschnure@gmail.com">rschnure@gmail.com</a>	Primarily at Home; some events/activities take place at school	Varies, depending upon events – approx. 10 hrs per event, usually 2 events over the course of the year.	Cmte. offers students/families the opportunity to give back in the community. Projects and collections held throughout the year vary. Identifying opportunities for service; publicizing and coordinating events; working with Student Council, PTO Board, 5 <sup>th</sup> Grade Cmte. to coordinate programs.
<b>Directory/MSA Online</b>  Mary Howe, <a href="mailto:fosterfish@aol.com">fosterfish@aol.com</a>	At home; run table at New Student Orientation & Back to School Night		Publicize directory online and at school functions (Back to School Night); assist families in its use; track and update family information.
<b>Gift Wrap &amp; Gifts Fundraiser</b> Co-Chairs Needed  Carrie Matuszewski, <a href="mailto:carriecapp@yahoo.com">carriecapp@yahoo.com</a>	At Home; distribution of orders at school prior to Parent/Teacher conferences in Nov.	8-10 hours during time of sale (in Fall)	Publicize and run gift wrap/gift catalog sale; track orders; distribute orders to families.
<b>Indoor Beautification</b> Co-Chair Needed  Kathy Doyle, <a href="mailto:kathy@doyletutoring.com">kathy@doyletutoring.com</a>	At School, but performed on your own time.	Approx. 2 hours per month	Overseeing the PTO bulletin boards and other PTO displays around the school; work with the Board to determine what information should be communicated on each of the

			boards. Occasional help with decorations in hallways.
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COMMITTEE/POSITION/CHAIRS	Work done @	TIME COMMITMENT	BRIEF DESCRIPTION
<p><b><u>International Night (2018)</u></b>  <b>Cmte Members Needed</b></p> <p>Jenn DiDonato,  <a href="mailto:psunshine77@gmail.com">psunshine77@gmail.com</a></p>	<p>At home and at school; attend committee meetings.</p>	<p>Varies. Light during first year – attend occasional meetings. Heavier in 2018 as event approaches.</p>	<p>For this biannual event, volunteers, organized by country, are needed to help with researching information, setting-up, monitoring and/or taking down the country displays. The Committee is responsible for recruiting volunteers, managing the budget and overseeing all aspects of coordinating the event</p>
<p><b><u>Kids' Holiday Shoppe</u></b>  <b>Co-Chairs Needed</b></p> <p>Carrie Matuszewski,  <a href="mailto:carriecapp@yahoo.com">carriecapp@yahoo.com</a></p>	<p>At School during day; some ordering/coordination done from home</p>	<p>15-20 hours during event (held late Nov/early Dec); 2-4 hours in preparation for the event (during Fall)</p>	<p>Identify vendor(s), with Board help; manage the budget; organizes volunteers; help students as they shop; gifts for family and friends and clean up after the eve</p>
<p><b><u>Kidstuff Coupon Books</u></b>  <b>Co-Chair Needed</b></p> <p>Kim Ananian,  <a href="mailto:klananian@yahoo.com">klananian@yahoo.com</a></p>	<p>At school on Back to School Night; tracking order/reordering from home; picking up books/distributing additional orders in subsequent weeks.</p>	<p>4-6 hours per chair, Sept/Oct timeframe.</p> <p>Back to School Night:  9/15/16</p>	<p>Coordinating with Kidstuff; distributing books on BTS Night; collecting unsold books and payment; placing additional orders and distributing books as necessary. Sending unsold books back to vendor.</p>
<p><b><u>Library Helpers</u></b>  <b>Co-Chair Needed</b></p> <p>Debbie Linthorst,  <a href="mailto:dlinthorst@comcast.net">dlinthorst@comcast.net</a></p>	<p>At Home (chair)</p>	<p>Chair: Approx. 3-6 hours in September; approx.. 2-4 hours over the course of the year.</p> <p>Library Volunteers:  Approx. 1 hour per week.</p>	<p>Organize volunteers, who assist Bear Tavern's Librarian for a minimum commitment of sixty minutes on a weekly basis. Volunteers may be asked to shelve books, check books in and out, or help the Librarian/students with special projects.</p>

COMMITTEE/POSITION/CHAIRS	Work done @	TIME COMMITMENT	BRIEF DESCRIPTION
<p><b><u>New Family Welcome</u></b>  <b>Cmte Members Needed</b></p> <p>Rachel Schnure,  <a href="mailto:rschnure@gmail.com">rschnure@gmail.com</a>  Suzanne Gola,  <a href="mailto:suzgola@hotmail.com">suzgola@hotmail.com</a></p>	<p>At School;  Communication with cmte members &amp; new families from home.</p>	<p>10-12 Hours in Late August and Early November.  Back to School Night 9/15/16,  Back to School Picnic 9/16/16.</p>	<p>Enhance the transition of new families to the school; determine ways to assist new families with transition &amp; provide info about school/PTO &amp; area. Staff table at: Late Aug. Meet &amp; Greet, New Student Orientation/School Open House (late Aug) &amp; BTS Night.</p>
<p><b><u>Oktoberfest</u></b>  <b>Co-Chairs Needed</b></p> <p>Jenn DiDonato,  <a href="mailto:psunshine77@gmail.com">psunshine77@gmail.com</a></p> <p>Kristel Nesrallah,  <a href="mailto:klnesrallah@gmail.com">klnesrallah@gmail.com</a></p>	<p>At Home (organizational)  At School (Event, Organizational Meetings)</p>	<p>15-20 hours.</p>	<p>Plan all activities associated with the event (with the help 5th Grade Committee, who sponsors the Spooky Room &amp; bake sale). Identify &amp; coordinate with food vendors; select and implement activities (e.g., Trunk or Treat, Read-In); recruit volunteers; hold organizational meetings; maintain budget.</p>
<p><b><u>Outdoor Beautification</u></b>  <b>Cmte Members Needed</b></p> <p>Diane Hemmer,  <a href="mailto:hemster@verizon.net">hemster@verizon.net</a></p>	<p>At School</p>	<p>Varies</p>	<p>Enhance the school grounds - Assist with planting, weeding and other gardening functions.</p>
<p><b><u>Picnic, End of Year</u></b>  <b>Co-Chair Needed</b></p> <p>Debbie Linthorst,  <a href="mailto:dlinthorst@comcast.net">dlinthorst@comcast.net</a></p>	<p>At school, for event; at home for organizational tasks.</p>	<p>4-6 hours in May/June timeframe. Picnic held first or second Friday in June.</p>	<p>Oversee End of School Picnic in June. Publicize event; maintain budget; organize food vendors, entertainment and activities.</p>
<p><b><u>Picnic, Welcome Back</u></b>  <b>Co-Chair Needed</b></p> <p>Jenn DiDonato,  <a href="mailto:psunshine77@gmail.com">psunshine77@gmail.com</a></p>	<p>At school, for event; at home for organizational tasks.</p>	<p>4-6 hours in August/September. Picnic held first or second Friday in September.</p>	<p>Oversee Back the School Picnic in Sept. Publicize event; maintain budget; organize food vendors, entertainment and activities.</p>

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<p><b>Room Parents</b> Co-Chair Needed</p> <p>Shanelle Sager, <a href="mailto:Sager_Shanelle_I@elanco.com">Sager_Shanelle_I@elanco.com</a></p>	<p>At Home (Chair) At School (Room Parents)</p>		<p>Chair(s) recruit room parents for each classroom (ideally 2-4 per class). Chair(s) will assist room parents by creating information that can easily be shared with Room Parents via Shutterfly and will assist Room Parents in supporting school and PTO events. Room Parents will function as liaisons between the teacher and the classroom parents, &amp; will organize and run parties and other classroom events, as needed.</p>
<p><b>Science Fair</b> Cmte Members Needed</p> <p>Kelly Rick, <a href="mailto:coolscience101@hotmail.com">coolscience101@hotmail.com</a></p>	<p>At Home (Organizational) At School (for Fair – usually held on a Friday evening in April</p> <p>Note: Attend organizational meetings – often held on evenings/weekends</p>	<p>Varies</p> <p>More intense during week of Fair (mid-late April)</p> <p>Attendance at Organizational Meetings (approx. once per month in late Fall/Winter months)</p>	<p>Responsible for all aspects of planning the Science Fair- publicize event; seek grant funding; recruit volunteers; recruit judges; identify people/organizations for “Meet the Scientist” exhibits; maintain registration website; seek food vendor; maintain budget; oversee setup and clean up; offer informational session for families.</p>
<p><b>Silent Auction (TBD)</b> Co-Chairs Needed</p>	<p>TBD</p>	<p>TBD</p>	<p>The PTO is currently the process of determining whether we will hold an Auction in 2017.</p>

**Staff Appreciation Events/Luncheon: Co-Chair Needed & Cmte Members Needed**

Where? Most work done at school; coordination with vendors and volunteers and shopping for food/supplies done from home.

Time Commitment: Varies; approx. 2-3 hours per event.

Tasks: Oversee Staff Appreciation Luncheon\* in the spring; provide dinner for staff during Parent/Teacher Conferences; May also provide food for other staff appreciation events (snack for PARCC)

Jocelyn Vlasac, [jocelynmaas@yahoo.com](mailto:jocelynmaas@yahoo.com); Carrie Bernstein, [cbbernstein@gmail.com](mailto:cbbernstein@gmail.com)

**\*For Luncheon**

Where? At Home (organizational); At School (Event)

Time Commitment: 15-20 hours over the spring and day of event.

Tasks: Send invitations to staff; solicit volunteers and monetary/food donations; maintain budget; coordinate with food vendors/caterer; obtain supplies, decorations; oversee setup and cleanup of event.



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<b>Terracycle</b> Co-Chair Needed  Suzanne Gola, <a href="mailto:suzgola@gmail.com">suzgola@gmail.com</a>	At Home	8-10 hours over the course of the year.	Oversee Terracycle collection process for recyclable items; responsible for updating and tracking information (and reimbursements) from Terracycle website; publicize program; collect & mail items to Terracycle at regular intervals.
<b>Together Tuesdays</b> Co-Chairs Needed  Jenn DiDonato, <a href="mailto:psunshine77@gmail.com">psunshine77@gmail.com</a>	At Home	2-3 hours/month	Seek locations to hold TT events; negotiate with venue; publicize events; follow up on donations to PTO.
<b>Trenton Thunder Game</b> Chair Needed  Debbie Linthorst, <a href="mailto:dlinthorst@comcast.net">dlinthorst@comcast.net</a>	At Home	8-10 hours in the spring (event typically held on a Friday night in April)	Oversee BT's Family Night at the Trenton Thunder; coordinate schedule with the music teacher and PTO; publicize event; managing ticket sales.
<b>Website/Volunteer Sign Ups</b>  Lara Edwards, <a href="mailto:laraedwards77@gmail.com">laraedwards77@gmail.com</a>	At Home	1-2 hours per month	Responsible for the overall layout and regular updating of the BTPTO Website; update calendar, post approved flyers and information on the Website based on information submitted to the Bear Bulletin and Flash.
<b>Yearbook</b> Co-Chair Needed  Charlene Prosser, <a href="mailto:armscharp@gmail.com">armscharp@gmail.com</a>	At Home At School	Please discuss with chair; varies	Oversee all aspects of creating the yearbook; compiling photographs and information; setting up the layout and printing; distributing sales information and collect orders; coordinate these tasks and others with Yearbook Club (open to 4 <sup>th</sup> and 5 <sup>th</sup> graders).