

## \*WELCOME\*

Welcome to a new school year! We are working hard to help bring our Memorial community together in really exciting ways.

We want to encourage both new and experienced Memorial families to embrace the joy of the elementary school years. We hope that you will be inspired to join the PTO's mission to help make your child's years at Memorial something your whole family will cherish for a lifetime.

Let's do our best for our kids and have a good time doing it!

Please consider joining us to help, whether it's one event or multiple events throughout the school year!

We hope to make this a fantastic school year!

*Erin, Kristy, Kevin, Cat, Jasmine, Erin, Ashley & Aimee*  
memorialptoupton@gmail.com

## Mission Statement

The Memorial PTO is dedicated to providing enrichment opportunities for our children and enhancing community involvement. Our goal is to provide funds that enhance the education of students through cultural arts programs, assemblies, technology, etc. We also aim to foster a relationship between families, students, and staff through Family Fun Nights and staff appreciation days.

## How is the money used?

Enrichment: We provide cultural arts programs for each grade, add books to the library and classrooms, add new technology to the classrooms (like pods of Nooks, ipads, website memberships), supplies for special units, and typically pay for field trip busing.

Social Events: We sponsor Family Fun Nights, school wide events like Field Day and 4th-grade Send-Off and staff appreciation celebrations.

Staff Requests: We support faculty and staff innovation by providing funds for all staff members. Some requests we have fulfilled in the past are: flexible seating in classrooms, Read Across America supplies, playground chalk, bucket drums for PE, Leveled readers for classrooms, Tower of Books prizes, and more!

## Important Dates

<b>General Meeting Dates</b>
Typically Second Wednesday of each month
We hope to meet in the Memorial Library, with a Zoom link available 6:30 PM
<b>Wednesday, September 11</b>
<b>Wednesday, October 9</b>
<b>Wednesday, November 13</b>
<b>Wednesday, December 11</b>
<b>Wednesday, January 8</b>
<b>Wednesday, February 12</b>
<b>Wednesday, March 12</b>
<b>Wednesday, April 9</b>
<b>Wednesday, May 7</b>
<b>Wednesday, June 11</b>

## PTO Events

### August

- 24 - Kindergarten Play Date
- 26 - Back to School Picnic

### September

- TBD - Fall Book Fair
- 27 - Kick-off for Fun Run

### October

- 2 - National Custodial Worker Recognition Day
- 8 - Fun Run
- TBD - School Picture Helpers
- TBD - Halloween Spooktacular

### November

- 

### December

- TBD - Family Fun Night

### January

- 

### February

- 

### March

- TBD by Mrs. Gale: Read Across America

### April

- 5-9 - Specialist Teachers Week
- 21 - Professional Admin. Assistance Day

### May

- 1 - School Principal Day
- 1 - School Lunch Hero Day
- 4 - Teacher Appreciation Day
- 6 - National School Nurse Day
- TBD - Spring Book Fair

### June

- TBD - Field Day
- TBD - 4th Grade Send Off

- TBD - End of year event

## Ways to Volunteer

Book Fairs Chair & Volunteers: Have you always loved books? If you want to share your zeal for books with the students of Memorial School, running the book fair is an awesome way to do it. This is a larger time commitment, and it may be something that you want to do with a group of friends. We also need people to help the kids shop during their assigned library time so that all children are able to purchase books if they so wish. There is a special need for volunteers who can commit to longer shifts at the fair and learn how to run the registers.

Cultural Arts Members: Do you want to help, but work full-time and can't commit to being at the school during school hours? Cultural Arts is a great way to help. You set up the assemblies for two grades via phone or email. The Cultural Arts chair will keep in touch with you to report to the board and general members. It doesn't take much time, but the rewards are huge for the students.

Family Fun Night Members: Throughout the year, the PTO holds several fun family events. Last year we had a Halloween Spooktacular. We are looking for people to help sell concessions, set up, and so much more. If you are willing to help plan, prep, or host one or all of our Fun Night events, please let us know!

Library: Help shelve books for Mrs. Gale in the library once a week or once every other week, or whenever works for you. Other library projects may include changing out the display case, processing new books and checking books in.

PTO Bakers: In December baked goods are needed for events like Cookie Craze. This is a quick and easy way to volunteer!

PTO Taxes: Are you qualified to process the state and federal taxes for the PTO (a non-profit organization)? If so we'd love your help! Please let us know!

School Pictures: Come in for the morning and/or afternoon on school picture days to organize the kids and make sure they look picture perfect for the photographers. We need 2-3 volunteers per shift.

Square 1 Art: Volunteers needed to assist Mrs. Fowler with Square 1 Art. This person helps prepare the order forms and ships completed artwork via UPS using prepaid postage labels.

Staff Appreciation Committee: The Memorial staff works tirelessly for our children. You can help show how much we appreciate all they do to keep the school running smoothly by organizing a celebration day or by helping out the day of.

Grant Writing: Do you have experience writing grants? If so, we need you to research and/or submit for grants. This is a great way to bring in funds that help us provide many cultural arts events for our kids.

\*If you would like to share other talents with the Memorial community, please contact a board member to see how we can incorporate your gifts.

Use the following link to sign up to join  
Memorial PTO

<https://goo.gl/forms/pWQrJJIsLj9FenBh1>

You can also sign up at our website

## Other Ways to Help

### **Become a member of the General PTO**

By signing up, you support the PTO's efforts to improve our children's educational experience. You are also entitled to vote on general PTO matters once you've attended one meeting. You are welcome to help as little or as much as you'd like. By becoming a general member you are not mandated to attend meetings or volunteer, but we really hope that you will!

Do you have a fundraiser suggestion? Do you have an idea for a cultural arts program to share with the school? Please share your ideas! Attend a meeting or email a board member.

### **Box Tops**

While we are still accepting unexpired physical Box Top labels from products like General Mills, Annie's, Lara Bars, Kleenex, Lysol, Ziplock & Hefty, we are also encouraged to use the digital platform because the physical box tops are being phased out. The new digital platform will have you scan your receipt to your Box Top app on your smartphone. You can have your family members do this as well. We earned over \$1,100 last year in Box Tops!! For more information on using the Box Tops App to earn money for Memorial, please visit: <https://www.boxtops4education.com>



**Shutterfly Storefront:** Shop at Shutterfly through our link and 8% of your purchase will be donated to the PTO. <http://uptonmemorialschoolpto.shutterflystorefront.com/>

**Flat Donations** are always welcome to help us provide enriching experiences and fund requested materials for staff and students. You can mail a check to Memorial PTO % Memorial Elementary School, 69 Main St, Upton, MA 01568. Checks should be made payable to Memorial PTO.

**Thank you for your support!**

## Interested in becoming a board member?

President: Oversees and directs the PTO activities; Serves as a liaison to the Principal

Vice President: Assists President in directing PTO activities

Treasurer: Responsible for all PTO accounting, including payment of bills, preparation and posting all monthly financial information for members review, balancing books and preparation of an annual budget for the following school year

Recording Secretary: Maintains all records and documents, prepares and distributes meeting agendas and minutes

Corresponding Secretary: Primary liaison between the Executive Board and the community; Receives emails from other co-chairs to be a point person for communication dissemination; Works closely with Website Coordinator

Volunteer Coordinator: Works with various chairs to obtain volunteers for PTO events.

Cultural Arts Chair: Responsible for communicating with cultural arts committee members and reporting to the President and members

Fundraising Chair: Coordinates all fundraising activities such direct requests, and other ideas that members vote on moving forward with

## Contact Information

- Be sure to “like” us on Facebook (Memorial Elementary School PTO)
- Visit our website at [www.MemorialPTO.org](http://www.MemorialPTO.org).
- Feel free to reach out to any board member



### 2024-25 Board Members Contact Information

<b>President</b>	Erin Valcourt	valcourt.erin@gmail.com
<b>Vice-President</b>	Kristy Bradley	k_guzzi13@yahoo.com
<b>Treasurer</b>	Kevin Vaillancourt	Krvvaillan@gmail.com
<b>Recording Secretary</b>	Cat Wallace	mahoneycatherine5@gmail.com
<b>Corresponding Secretary</b>	Jasmine Duffy	jasmine.duffy1@gmail.com
<b>Volunteer Coordinator</b>	Erin Padula	erin.padula@gmail.com
<b>Cultural Arts Chair</b>	Aimee Osterhus	aimee@cadencewm.com
<b>Fundraising Chair</b>	Ashley O'Connor	palmer_ashleyp@yahoo.com

### **2024 – 2025 Memorial PTO Committees & Jobs**

<b>Committee</b>	<b>Chair</b>	<b>Members</b>
Cultural Arts	Aimee Osterhus	
Fundraising	Ashley O'Connor	
Kindergarten Playdate		
Book Fair	Kevin Vaillancourt	
Spirit Wear		
Staff Appreciation		
Box Tops	Aimee Osterhus	
Read Across America *Mrs. Gale		Cat in the Hat: Thing 1:                      Thing 2: Door greeter:                      Press escort:
Sign Changer		