



Working Together to Make a Difference

WELCOME BACK

Ready or not, the first day of school is right around the corner. The PTO is looking forward to a new year with some fresh faces and some new ideas. Your PTO Board Members are:

- Rob Henry – *Principal*
- Christine Medwid – *President*
- Melissa Augustine – *VP Fundraising*
- Dawn Tillman – *VP Fundraising*
- Debbie Moss – *VP Activities*
- Debbie Prescenzi – *Treasurer*
- Vicki Gibson – *Secretary*

We look forward to working with all of you and welcome your participation in our various activities and fundraisers! Comments or questions can be directed to these individuals or email hinckleyelementarypto@gmail.com.

**Volunteer Orientation,
Room Parent Meeting &
PTO Meeting:
Sept 23rd
9:00 AM
HE Cafeteria**

WHAT IS PTO?

For those of you new to the school; the Hinckley Elementary *Parent Teacher Organization* is committed to enriching the lives of students and providing assistance to staff members. We do this by working with teachers and staff to provide programs and special events to help balance school work with social activities.

Every parent is a member of the PTO and is encouraged to get involved and invited to participate in our PTO meetings, committees, sponsored activities and fundraisers.

For more information about activities and fundraising, please reference the pages that follow.

PTO COMMUNICATIONS

The principal, board members and committee members strive to keep parents informed about activities and events that take place at school. Paperless communications are sent directly to your email address from the following:

- **Karen Rusnak** - Secretary at Hinckley Elementary; to subscribe:
 - Sign up using the paperwork provided in your registration packet
- **Highland Local Schools** - utilized by all schools in the district; to subscribe:
 - Go to www.highlandschools.org and sign up for your eNewsletter in the bottom right hand corner
 - Choose which school or schools you would like to receive information about
- **hinckleyelementarypto@gmail.com** - used by PTO members; to subscribe:
 - Sign up using the paperwork provided in your registration packet

FACEBOOK

You can also keep in touch by joining the following groups on Facebook:

- Hinckley Elementary PTO
- Highland Local Schools Medina, OH

PTO MEETINGS

We also have daytime and evening PTO meetings that you are invited to attend.

Please reference the ***Dates to Remember*** page for meeting dates. All are welcome!

VOLUNTEERS

PTO depends on parents who have time to offer, either at school or outside of school in preparation for our various activities and fund raisers. Refer to the ***Committee Chairperson Positions*** list that follows for what is planned for the year, feel free to contact the person listed if you have any questions or email hinckleyelementarypto@gmail.com.

You can sign up to help by completing the volunteer forms that follow (pages 3 & 4) and returning them to the office at Open House (a box will be placed outside the office door) OR through your child's backpack: Attention PTO Volunteers.

Hinckley Elementary PTO

Board & Committee Chairperson Positions

2011/2012



Principal	Rob Henry
President	Chris Medwid
Secretary	Vicki Gibson
Treasurer	Debbie Prescenzi
VP - Fund Raising	Melissa Augustine
AND	Dawn Tillman
Artsonia	Karen Sliter
Box Tops	Candice Angus
Co-Chair	Suzanne Minute
Campbell Soup Labels	Jenny Austin
Candy Grams	Lisa Majchrycz
Giant Eagle Apples	Debbie Moss
Jump Rope for Heart	Melissa Augustine
Co-Chair	Debbie Moss
Malley's Chocolates	Chris Medwid
Co-Chair	Julie Muzyczka
Market Day	Laura Kalfas
Co-Chair	Cheryl Pesarchick
Night at the Races	Vicky Kuczynski
Co-Chair	Kim Colasanti
Santa Shop	Karen Sliter
Co-Chair	Jenny Austin
Scholastic Book Fair	Christine Donner
Co-Chair	Rhonda Magoolaghan
School Supply Kit Sale	Lisa Majchrycz
Spirit Wear	Kim Colasanti
VP - Activities	Debbie Moss
Art Gallery	Diane Dannery
Blood Mobile	Julie Muzyczka
Co-Chair	AnnMarie Flannery
Buzzard Day	Diane Dannery
Co-Chair	Vicky Kuczynski
COSI	Rose-Marie Kendall
Directory	Melanie Klein
Co-Chair	Maureen Fragnoli
Father / Daughter Dance	Laura Keeling
Co-Chair	Dawn Tillman
Fifth Grade Party	Laura Kalfas
Co-Chair	Candice Angus
Co-Chair	Melanie Klein
Grandparent's Day	Nicole Beleske
Hospitality	Julie Muzyczka
Co-Chair	Laura Kalfas
In School Volunteers	Nicole Beleske
Kindergarten Registration	Nicole Beleske
Mother's Day Plant Sale	Dawn Tillman
Co-Chair	Vicky Kuczynski
Mother / Son Activity	Dawn Tillman
Nominating Committee	Debbie Moss
Pinnacle Play Date	Nicole Beleske
Newsletter	Vicki Gibson
PTO Welcome Packet	Chris Medwid
Room Parents	Nicole Beleske
Student Garden / Grounds	OPEN
Co-Chair	OPEN
Student Creation Projects	Rose-Marie Kendall
Teacher Appreciation	Ann-Marie Truitt
Co-Chair	Kim Colasanti
Co-Chair	Debbie Moss
Yearbook	Melanie Klein

VOLUNTEER SIGN UP

If you would like to sign up to help the PTO this year, please fill in the information and check the box next to the committee that interests you. You will be contacted by the chairperson closer to the event date. **Return all forms to the office at Open House (a box will be placed outside the office door) OR through your child's backpack: Attention PTO Volunteers.**

FUND RAISING VOLUNTEER OPPORTUNITIES:

Name: _____ Phone: _____ Email: _____

	Artsonia (ongoing): Assist art teacher in photographing student's artwork and loading it into computer.
	Box Tops (ongoing): Assist with counting box tops and banding in stacks of 50.
	Candy Grams (ongoing): Assist in selling at some school events; i.e. Open House & PTO Meetings.
	Jump Rope for Heart – American Heart Association (1/27/2012): Oversee students at a station promoting physical activity and heart health.
	Malley's Chocolates (tbd): Assist in gathering orders and distributing candy at pick up. More information will be available as plans come together.
	Market Day: Assist in organizing inventory, checking orders and distribution on Thursdays once a month.
	Night at the Races (tbd): Assist with the planning and execution; involves choosing a location, promotion, food, side boards, etc. All ideas are welcome; no specific plans have been made at this time.
	Santa / Holiday Shop (12/5/11 through 12/9/11): Assist with obtaining merchandise, setting up and counting inventory, assisting students while they shop, counting and packing up remaining inventory. Tuesday through Saturday options.
	Scholastic Book Fair (10/31/2011 through 11/3/2011): Assist in set-up and take down in the school library, help kids pick and choose books and make purchases.
	School Supply Kit Sale and Distribution (8/2012): Help count and deliver school kits to classroom at beginning of year in August.
	Spirit Wear (ongoing): Assist with selling spirit wear at various school activities and distributing orders; exact dates yet tbd.

See reverse side for 'Activities' volunteer opportunities.

----- DO NOT CUT – FOR PTO USE ONLY -----

IN SCHOOL VOLUNTEER OPPORTUNITIES:

If you would like to help with some of the daily 'duties' at school, please fill in the appropriate information and check the box next to the job that interests you. (For safety and school policy, we politely ask that there are no toddlers/siblings in tow while volunteering at school.) You will receive a schedule once all volunteers are coordinated.

Name: _____ Phone: _____ Email: _____

	CLINIC Volunteer: 11:00 – 1:10 Individual(s) needed to take temperatures, provide band-aids, ice, comfort and oversee students that are not feeling well. No medical training is necessary. <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Substitute Only <input type="checkbox"/> Once per month
	COPY Volunteer: Time Flexible Individual(s) works in copy room making copies requested by the staff. <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Substitute Only <input type="checkbox"/> Once per month
	LIBRARY Volunteer: <input type="checkbox"/> 9:00 – 11:00 OR <input type="checkbox"/> 1:00 – 3:30 Individual(s) would help check books in an out and shelve. There are two six week sessions – Fall and Spring – Two days a week based on volunteer sign up. <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Substitute Only <input type="checkbox"/> Once per month
	LUNCHROOM Volunteer: 11:00 – 1:10 Individual(s) needed to assist students who need help opening milk cartons, encouragement to eat all their lunch, wiping tables, etc. <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Substitute Only <input type="checkbox"/> Once per month
	MARQUIS SIGN: Time Flexible Individual(s) needed to update the front marquis sign as needed with information given by the school office regarding upcoming information and/or PTO activities.
	RECESS Volunteer: 11:00 – 1:10 Individual(s) assists with children on the playground to assure that they are playing safely and following playground rules. In bad weather, volunteers oversee children as they play quietly in the classroom. <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Substitute Only <input type="checkbox"/> Once per month
	VISION & HEARING Screening: Sept 15th & 16th Help take kids by class to appropriate station. Times determined by school nurse and not known at this time.
	WALKING CLUB Volunteer: 11:00 – 1:10 Individual(s) sits in cafeteria during the lunch hours and tracks miles walked, and hand out cards and tokens to students who participate. Fall and Spring when weather permits. <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Substitute Only <input type="checkbox"/> Once per month

Return all forms to the office at Open House (a box will be placed outside the office door) OR through your child's backpack: Attention PTO Volunteers.

ACTIVITIES VOLUNTEER OPPORTUNITIES:

Name: Phone: Email:

	Art Gallery (ongoing): Assist in hanging and removing artwork around the building.
	Blood Mobile (2/2/12): Assist in coordinating all Blood Mobile activities; assemblies, babysitting, canteen and registration.
	Buzzard Day (3/18/12): Assist in setting up and running a game for the PTO on Buzzard Sunday.
	COSI on Wheels (3/13/12): Oversee a group of students at a science station held in the gymnasium.
	Father / Daughter Dance (tbd): Assist in planning and implementing this activity, details undetermined at this time.
	Fifth Grade Party (6/6/12): Assist in organizing the last day party activities for 5 th graders.
	Grandparent's Day (9/12/2011): Assist in planned activities, tbd.
	Garden Day / Earth Day (4/23/2012): Clean up, plant flowers, weed and improve the school grounds.
	Hospitality (ongoing): Assist by providing beverage, treat, dessert and/or dinner for the teachers on conference nights, Blood Drive, Teacher Appreciation; and/or volunteer to distribute juice and donuts for Academic Achievers Breakfast.
	Kindergarten Registration (3/15/12): Greet parents and new students and distribute information. Held at Highland Middle School.
	Mother's Day Plant Sale (5/11/12): Assist with the annual plant sale; collect money from students, help them make a selection and pack the flowers for them to take home. Thursday and Friday before Mother's Day.
	Mother / Son Activity (tbd): Assist in planning and implementing this activity, details undetermined at this time.
	Nominating Committee (March): Help to compile a list of interested individuals for the PTO board and committee chairperson positions.
	Pinnacle Play Date (tbd): Assist in planning and implementing this activity, details undetermined at this time.
	Student Creations (ongoing): Help with set up of projects submitted, may involve judging and take down.
	Student Garden / Grounds (fall and spring): Help maintain the Student Garden, plant bushes and flowers and weed occasionally.
	Teacher Appreciation (5/7/12 through 5/11/12): Help plan and organize the teacher appreciation week.
	Teacher Holiday Breakfast (Dec tbd): Help plan and organize the teacher holiday breakfast before winter break.
	Yearbook (January through April): Assist in putting together the yearbook using photos provided by the school. Must be completed using a computer at school.

----- DO NOT CUT – FOR PTO USE ONLY -----

ROOM MOM & DAD VOLUNTEER OPPORTUNITIES:

The PTO is looking for parents to volunteer as **Room Parents**, taking responsibility for planning, organizing and running class parties. This includes collecting money from parents (the letter requesting this money is send out from and by the PTO) and working with other parents as a team. It is suggested that the room parents host a teacher luncheon, giving parents the opportunity to meet the teacher and discuss party ideas and requests. Please consider giving some time to make your child's school year memorable and fun. We'd love to have you!

The party dates for the year are as follows:

- | | | | |
|------------------|--------------------------|--------------------|--------------------------|
| 1. Halloween | Friday..... October 28th | 3. Valentine's Day | Friday.....February 10th |
| * Tues/Th Kinder | Thurs October 27th | * Tues/Th Kinder | Thurs.....February 9th |
| 2. Christmas | Friday.....December 16th | 4. Carnival Day | TuesJune 6th |
| * Tues/Th Kinder | ThursDecember 15th | | |

On lines below, please list child and teacher names and mark which party/parties you wish to help with.

Name:	Phone:	Email:
I am interested in being a room parent for:		I will help with the following parties:
Student:	Teacher:	<input type="checkbox"/> Halloween <input type="checkbox"/> Christmas <input type="checkbox"/> Valentine's Day <input type="checkbox"/> End of Year
I am interested in being a room parent for:		I will help with the following parties:
Student:	Teacher:	<input type="checkbox"/> Halloween <input type="checkbox"/> Christmas <input type="checkbox"/> Valentine's Day <input type="checkbox"/> End of Year
I am interested in being a room parent for:		I will help with the following parties:
Student:	Teacher:	<input type="checkbox"/> Halloween <input type="checkbox"/> Christmas <input type="checkbox"/> Valentine's Day <input type="checkbox"/> End of Year
I am interested in being a room parent for:		I will help with the following parties:
Student:	Teacher:	<input type="checkbox"/> Halloween <input type="checkbox"/> Christmas <input type="checkbox"/> Valentine's Day <input type="checkbox"/> End of Year

Return all forms to the office at Open House (a box will be placed outside the office door) OR through your child's backpack: Attention PTO Volunteers.

Hinckley Elementary

Dates to Remember

2011 – 2012



August

18	New Student Orientation	9:30 AM
19	Class Lists Posted	4:00 PM
23	Open House	7:00–8:30 PM
24	First Day of School	
24	W/F Kindergarten Orientation	
25	T/Th Kindergarten Orientation	
26	Spirit Assembly	9:00–10:00 AM
31	5 th grade Band Tryouts	12:00–3:00 PM

September

2	Spirit Day / Football Jersey Day	
2	All Forms due to the Office & Summer Reading Calendars Due	
5	Labor Day	NO SCHOOL
6	5 th grade Band Meeting	5:00 & 7:00 PM
6	5 th grade Advanced Math Meeting	6:00 PM
6-7	Bus Safety	
10	Cub Scout Garage Sale Day	
12	Grandparent's Day Activity	8:00–9:30 AM
16	Constitution Day	
16	Summer Reading Party	2:00–3:00 PM
19	Professional Development	NO SCHOOL
22	Market Day Pick Up	5:00–6:00 PM
23	Interims	
23	Volunteer Orientation, Room Parent & PTO Meeting	9:00 AM

October

3	3 rd grade Cogat Testing	
4	3 rd grade Reading OAA	
3-7	4 th & 5 th grade IOWA & Cogat Testing	
7	Spirit Day	
13	Inspector Iwannano Assembly	
14	NEOEa Day	NO SCHOOL
19	Picture Day – Alt Kdg – 1 st , 2 nd , 3 rd	
19	Skate Night	6:30–8:30 PM
20	Picture Day – Alt Kdg – 4 th & 5 th	
20	Market Day Pick Up	5:00–6:00 PM
21	End of 1 st Quarter	
24	Harvest Creature/Poem Contest	
25	PTO Meeting	7:00–8:00 PM
27	Alternate Kdg Halloween Party	1:45–2:45 PM
28	Halloween Parties	1:45–2:45 PM
28	Report Cards	
31	Scholastic Book Fair	

November

1	K – 5 Conferences	4:00–7:30 PM
1-3	Scholastic Book Fair	
3	K – 5 Conferences	4:00–7:30 PM
4	Professional Development Day	NO SCHOOL
10	K – 5 Conferences	4:00–7:30 PM
11	Veteran's Day Assembly	9:30 AM
15	PTO Meeting – Crafting	9–11:30 AM
15	Skate Night	6:30–8:30 PM
17	Market Day Pick Up	5:00–6:00 PM
17	3 rd & 4 th grades Musical	7:00–8:00 PM
23-28	Thanksgiving Break	NO SCHOOL

December

1	Picture Retake	
1-12	Canned Food Drive	
2	Interims	
5-9	Holiday Shop	
12	Holiday Coloring Contest	
15	Alt Kdg Holiday Party	1:45–2:45 PM
15	Market Day Pick Up	5:00–6:00 PM
16	Holiday Assembly & Parties	1:00–2:45 PM
19-30	Winter Break	NO SCHOOL

January

2	Winter Break	NO SCHOOL
3	School Resumes	
13	Staff Development Day	NO SCHOOL
13	End of 2 nd Quarter	
13	PTO Ice Skate – Ice Land USA	10:00 AM–2:00 PM
16	MLK Day	NO SCHOOL
18	PTO Meeting	7:00–8:00 PM
19	5 th grade Band/Orchestra Concert	7:00–8:00 PM
20	Report Cards	
23	Year Book Candid Pictures	
25	Lights, Camera, Action Assembly	
26	Market Day Pick Up	5:00–6:00 PM
27	Jump Rope for Heart	10:30 AM–1:30 PM

February

2	Red Cross Blood Drive	2:00–7:00 PM gym
9	Alt Kdg Valentines Party	1:45–2:45 PM
10	Valentine's Parties	1:45–2:45 PM
15	Skate Night	6:30–8:30 PM
17	Interims	
20	Presidents Day	NO SCHOOL
23	Market Day Pick Up	5:00–6:00 PM

March

2	Cuddle Up & Read	
9	Staff Development Day	NO SCHOOL
12	Buzzard Drawing Contest	
13	COSI	
15	Kindergarten Registration	All Day HMS
15	Skate Night	6:30–8:30 PM
16	End of 3 rd Quarter	
16	Mix it up Day	
18	Buzzard Sunday	
22	K – 5 Conferences	
22	Market Day Pick Up	5:00–6:00 PM
23	Report Cards Sent Home	

April

6-16	Spring Break	NO SCHOOL
17	School Resumes	
18	PTO Meeting	2:00 PM
20	Sports Day	
23	Garden Day/Earth Day	
23-27	Recycling Contest	
24	3 rd , 4 th , & 5 th grades Reading OAA Testing	
25	3 rd , 4 th , & 5 th grades Math OAA Testing	
26	5 th grade Science OAA Testing	
26	1 st & 2 nd grades Musical	7:00–8:00 PM
26	Market Day Pick Up	5:00–6:00 PM

May

4	Interim Reports	
4	Formal Friday	
4	Volunteer Appreciation Assembly / Brunch	9:15 AM gym 10:00 AM cafeteria
7-11	Teacher Appreciation Week	
10-11	PTO Plant Sale	
11	Garden Day	
22	5 th grade Band/Orchestra Concert	7:00–8:00 PM
24	Market Day Pick Up	5:00–6:00 PM
28	Memorial Day	NO SCHOOL

June

6	Carnival / Picnic / Student Last Day	
---	--------------------------------------	--



It is through fund-raising that PTO is able to support so many wonderful programs and activities that benefit all the students, make improvements to the school and playground, purchase additional technology equipment, and add those special touches to your child's school experience. PTO encourages friendly sales by contacting family, neighbors, close friends and co-workers. Door-to-door selling is NOT necessary or encouraged. Below lists the major fundraisers planned for this school year.

KidStuff COUPON SAVINGS BOOK

This book includes coupons for; Cuyahoga, Lorain, Summit, Lake, Medina, Geauga and Stark Counties to be used for family shopping, activities and food. Some of the retailers participating include: Kohl's, Sears, Dick's, Bed Bath & Beyond, Children's Place, Payless, Pat Catan's, Jo-Ann Fabric, Build-A-Bear, Claire's, Barnes & Noble, Cleveland Museum of Natural History, Cleveland Botanical Garden, Disney on Ice, Pump It UP, Fun'n'Stuff, Akron Zoo and much more. Our school raises money and families save money!

MAGAZINE SALE

The QSP Magazine Sale Fundraiser will begin the middle of February. The QSP Magazine Sale offers an opportunity to order magazines at a discounted price with a pay later plan. For every new and renewal subscription order placed, Hinckley Elementary retains **40 cents of every dollar** spent. If you have subscribed before, please renew your magazines through the renewal program. **You do not have to wait until the spring campaign.** Magazine subscriptions also make great Christmas or Birthday gifts. Renew or place a new order **online** at your convenience. Just go to www.qsp.com. The school code for Hinckley Elementary is **425013383**.

MARKET DAY

Market Day is a monthly rebate program that offers a wide selection of high quality foods (like you find in restaurants), that are competitive with grocery store prices. Up to 10% of every purchase will go to our school as fund raising income. Monthly order sheets will be sent home with your child. You may also place your order online at www.marketday.com. The school code for Hinckley Elementary is **11394**.

NEW IDEAS FOR 2011-2012

The following fund raisers are planned for this year and have never been done before:

- Malley's Chocolates
- Night at the Races

Since these activities are in the very beginning stages of planning, not much information is available. Please look for more information in our PTO newsletters throughout the school year.



Hinckley Elementary is enrolled in many Rebate Programs that provide rewarding opportunities for our school to earn money or points to go towards purchase of recognition programs, incentive awards, school supplies and playground equipment. Please review the rebate programs listed below and join this simple way to earn money and supplies for our school. Invite grandparents, relatives, neighbors and friends to participate, too. **Your children will have fun counting coupons/labels and turning them into the school office.**

BOX TOPS FOR EDUCATION

It's easy to earn cash for your school every time you buy groceries. Just clip Box Tops coupons from hundreds of participating General Mills products and send them in to our school. Our school gets 10 cents for each Box Top when redeemed. Find more ways to earn cash for our school at www.boxtops4education.com.

NOTE: Please keep these labels in separate groups and send them in with your child throughout the school year. Thank you!

CAMPBELLS LABEL FOR EDUCATION

Save LABELS FOR EDUCATION **UPC Code** on participating Campbell's products. Just remove label from can, crop or cut and send them into school. Our school earns points for each **UPC Code** label and can redeem school merchandise from the Campbell's Catalog. An eligible product list may be viewed at www.labelsforeducation.com.

NOTE: Please keep these labels in separate groups and send them in with your child throughout the school year. Thank you!

GIANT EAGLE – APPLES FOR EDUCATION

Each time you shop at Giant Eagle using your Giant Eagle Advantage Card, you will earn points for our school – points that our school saves and redeems for great educational tools. Register your card today with the Apples for Students Program. Sign up is quick and easy, just go to www.gianteagle.com; search for Community Events, click on Educational Support and then Apples for The Students Program. You may also call 1.800.742.7753 to register. Hinckley Elementary School Identification number is **2359**. This program runs October through March.

TARGET – TAKE CHARGE OF EDUCATION

Through the Take Charge of Education Program, TARGET donates an amount equal to 1% of REDcard (SM) (Target Visa and Target Card) purchases made at Target and Target.com. To register, visit www.target.com, find *Community Giving* and click on 'Take Charge of Education' under *Education Initiatives* or call 1.800.316.6142. Hinckley Elementary's code is **84680**.

If you have any question, please contact the rebate chairperson listed on the PTO Green Card (Standing Committee Chairpersons List).