



**LIS PT** 

**LAWRENCE INTERMEDIATE SCHOOL PARENT TEACHER ORGANIZATION**



# Welcome!

Dear Families,

On behalf of the PTO, I would like to welcome you to the 2009-2010 school year. And for those families who are new to our LIS community, a special welcome!

LIS has an extraordinary group of parents and teachers who are dedicated to enhancing the lives of our children. The PTO is an active group, sponsoring social and educational events for the students and their families. This year, the PTO Executive Board is as follows with three positions that need to be filled:

**President: Cathy LeCompte – 620-0127 [cathy.lecompte@usa.net](mailto:cathy.lecompte@usa.net)**

**1st VP: Debbi Radlinsky – 538-8445 [kippycash@aol.com](mailto:kippycash@aol.com) (Early Bird and After School Club Coordinator)**

**2nd VP: Open Position**

**Recording Secretary: Open Position**

**Corresponding Secretary: Open Position (Homeroom Parent Coordinator)**

**Treasurer: Melissa McCormack – 896-0124 [pmmrmccormack@comcast.net](mailto:pmmrmccormack@comcast.net) (LIS Gear)**

The PTO organizes fundraisers to raise money to support PTO sponsored event, offset costs for class trips and anything else the school might need beyond the capabilities of the school budget. Some of last year's accomplishments are as follows:

**Homeroom Parents**

**LIS Directory**

**LIS Gear Sale**

**Hospitality for School Events**

**Lower School Fall Family Fun Fest**

**Upper School Halloween Bash**

**Scholastic Book Fairs**

**Read Across America**

**Orchestra & Band Field Trip**

**4<sup>th</sup> Grade Ice Cream Social**

**Teacher Appreciation Week**

**5<sup>th</sup> Grade DARE Graduation**

**5<sup>th</sup> Grade DARE Party & T- Shirts**

**6<sup>th</sup> Grade Party & Gift**

**VIP Marking Period Celebration**

**All School Grade Yearbook**

**Box Tops for Education**

**Character Education Support**

Meetings are held once a month on a Monday night and take place in the LIS Library. The PTO is a great way to find out what is happening at LIS and a way to meet other parents in the LIS community. This year we are hoping to plan some new and exciting ways for parents to get involved. Please mark your calendar with the upcoming PTO meetings: **(2009) 9-21, 10-5, 11-16, 12-8 (2010) 1-11, 3-1, 5-3**

In the PTO welcome packet you will find:

- PTO Membership and Directory Information Form
- Committee Descriptions and Parent Involvement Form
- Homeroom Parent Volunteer Form
- Directory Advertisement Form

**Please take the time to fill out all the forms, and return them to LIS by Tuesday, September 22<sup>nd</sup>.** Have your child hand in the packets to their teachers; they will be passed on to the PTO.

Both your opinion and support are invaluable to the PTO and to the school. We urge you to become a member and get involved. If you have any questions, please don't hesitate to contact me or anyone else on the PTO Executive Board!

Sincerely,

*Cathy LeCompte*, LIS PTO President



# 2009-2010 LIS PTO Membership and Directory Form

The PTO is an active and vital part of the Lawrence Intermediate School. **Your membership will help to support PTO-sponsored activities.**

The membership fee of \$20.00 per family will help the PTO to support the LIS school community and entitles you to a copy of the school directory. The directory contains your contact info, used to keep in touch with other PTO members and students, along with other useful information. The directory will be available in October and will come home in your child's backpack. Need a copy at work or in your car? Purchase additional directories for \$5.00. The LIS directory is for parent and school staff only.

**If you have any questions: contact Cathy @ 620-0127 or [cathy.lecompte@usa.net](mailto:cathy.lecompte@usa.net)**

**NOTE: We do not release the directory information to any outside organization.**

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(Please return this form to the PTO by Tuesday, September 22<sup>nd</sup>)

## DIRECTORY INFORMATION FORM

(If you do not return this form, your contact info will automatically be listed in the directory)

Child's Name \_\_\_\_\_ Teacher/Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_

**I DO NOT wish to have the following list in the directory:**

\_\_\_ Address \_\_\_ Phone Number \_\_\_ Email Address

\_\_\_ I have enclosed my PTO dues of \$20.00 and to reserve a directory

Check # \_\_\_\_\_ (payable to LIS PTO) or Cash \_\_\_\_\_

Visa or MasterCard number \_\_\_\_\_ Exp. Date \_\_\_\_\_

\_\_\_ I would like a second directory and have enclosed an additional \$5.00

\_\_\_ I would like to place an advertisement in the directory & have enclosed the advertising form

\_\_\_ TOTAL AMOUNT ENCLOSED

\_\_\_ PTO dues have been sent in with sibling (**please fill out a form for each child**)

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Name of sibling

Teacher and Grade

NOTE: Your email address is an important way for classroom coordinators and committee heads to stay in touch with their volunteers. **You will also receive PTO E-Newsletters, one of the best ways to stay informed!** If you want a different email address (other than the one given to the school) to be listed in the directory, please indicate below

Email address to be used by the PTO \_\_\_\_\_



# Homeroom Parent Volunteer Form

- **HOMEROOM PARENT COORDINATOR**  
This person acts as a Teacher Liaison. He/She will meet with the teacher to find out what is need for the year and then organize, oversee and delegate responsibilities to Helping Parents and classroom parent volunteers.
- **HELPING PARENT**  
This person will assist the Head Home Room Parent by supplying party goods/snacks/goodie bags for classroom parties. They also may help by attending class events and/or help in any additional classroom support that may be needed.

**Please check one of the following and return to your child's class.**

\_\_\_\_\_ I am interested in being a Homeroom Parent Coordinator

\_\_\_\_\_ I am interested in being a Helping Parent

\_\_\_\_\_ I cannot volunteer at this time

**In order for the classroom parent to be able to keep you updated on classroom events and activities we ask that ALL parents/guardians fill out the bottom of this form.**

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Teachers Name \_\_\_\_\_

**If you have any questions please contact  
Cathy LeCompte@ 620-0127 or cathy.lecompte@usa.net**



# LIS PTO Committees

## *The PTO Wants YOU!*

**The success of the PTO depends on parents volunteering!**  
Getting involved will enhance your child's learning environment and a great way to meet other parents.

Below is a list of committees. Please review and consider volunteering for a committee. We need parents to staff the programs as well as Committee Chairs. Fill out the volunteer form and return to LIS by September 22<sup>nd</sup>. Questions? Contact Cathy LeCompte, 620-0127 or [cathy.lecompte@usa.net](mailto:cathy.lecompte@usa.net)

### **Fundraising Committees:**

**LIS Gear Sale:** Order item from vendor. Prepare order forms and distribute to students. Distribute purchased items. **Fall and possibly Spring, Melissa McCormack & Melissa McCue Chairs, need parent helpers.**

**'Green' Recycling Fundraiser-** Plan and coordinate small electronic, ink cartridges etc. fundraiser **(All year)**

**Directory-** Plan and produce LIS PTO Directory. **(September/October)**

**Book Fair-** Plan and organize the book fair twice a year during Parent/Teacher conferences. **(November & April)**

**Winter & Spring Plant Sale-** Contact local vendors and organize a sale of winter & spring plants. **(December & April)**

**Comedy Night (or other adult event)-** Brainstorm and organize committee to plan every aspect of a fun 'adult night out' for our parents & friends. **(Early Spring)**

**Box Tops for Education-** Organize flyers and collection of box tops. Submit box tops for reimbursement. **(All year)**

### **Year Round Committees:**

**6<sup>th</sup> Grade Yearbook-** Plan & execute the yearbook for the 6<sup>th</sup> grade class. Take pictures, design layout, etc. Work with yearbook company. **(Begin in the Fall, distribute in June)**

**Publicity/Communications-** Help to publicize PTO activities. Arrange photos to be taken throughout the year. Submit articles to local newspapers and to school newsletter organizer.

**Hospitality-** A team of parents to provide refreshments for meetings, teacher luncheon/breakfast and other school events.

**Building/Ground Improvements-** Work with PTO and LIS contacts to plan and implement school improvements and a school garden. (landscaping, signage, etc.) **Kelly Bidle, Chair**

**CONTINUED ON OTHER SIDE!**

## Event Committees:

**5<sup>th</sup> & 6<sup>th</sup> Grade Halloween Dance**- Plan and execute a dance with DJ, light snacks and Halloween decorations and Halloween House. **(October) Mike Anaker, Halloween House Coordinator**

**4<sup>th</sup> Grade Family Fun Night**- Plan and execute a Fall/Halloween themed night for families with snacks, games and activities. **(October)**

**Morning & After-School Clubs**- Arrange for club leaders. Arrange for student sign-up and collection of money from students. **Debbi Radlinsky, Chair (Need a 4<sup>th</sup> grade parent to learn the process)**

**“Read Across America”** – Coordinate with teachers/faculty date and program for promoting a school wide reading event. Schedule guest speakers. **(February)**

**4<sup>th</sup> Grade Ice Cream Social**- Parents to plan an in school, Ice Cream Social. **(End of School Year)**

**5<sup>th</sup> Grade DARE Graduation Celebration**- Work with DARE officer to plan a daytime event and distribute gift. **(End of School Year)**

**6<sup>th</sup> Grade Party/Luncheon**- Work and plan with 6<sup>th</sup> grade teachers, to execute daytime event. **(End of School Year)**

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(Return this portion to the PTO by Tuesday, September 22<sup>nd</sup>)

## I WANT TO GET INVOLVED!

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### I would like to help with the following committees:

- LIS Gear Sale
- Green Fundraiser
- Directory
- Book Fair
- Winter/ Spring Plant Sale
- Comedy Night (or other adult event)
- Box Tops for Education
- 6<sup>th</sup> Grade Yearbook
- Publicity/Communications
- Hospitality
- Building/Ground Improvements
- 5<sup>th</sup> & 6<sup>th</sup> Grade Halloween Bash
- 4<sup>th</sup> Grade Fall Family Fun Fest
- Morning & After-School Clubs
- “Read Across America
- 4<sup>th</sup> Grade Ice Cream Social
- 5<sup>th</sup> Grade DARE Graduation
- 6<sup>th</sup> Grade Party/Luncheon

I would consider being a Chairperson for \_\_\_\_\_



# Directory Advertising

Do you have a business or know someone who does?

**Consider placing an ad in the LIS Directory.  
Support the PTO and advertise your business to the LIS community so we can support you!**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

## Ad Size (Circle one)

Half Page - \$50

Quarter Page - \$25

Business Card - \$10

- I have provided a hard copy of the ad or business card
- I will email my ad in a jpeg or pdf format to [cathy.lecompte@usa.net](mailto:cathy.lecompte@usa.net)

Check # \_\_\_\_\_ (payable to LIS PTO) or Cash \_\_\_\_\_

Visa or MasterCard number \_\_\_\_\_ Exp. Date \_\_\_\_\_

If you have any advertising questions: contact Cathy @ 620-0127 or [cathy.lecompte@usa.net](mailto:cathy.lecompte@usa.net)