



## Lancaster Parent Teacher Organization

September 2013

Dear Families-

Welcome to the 2013-2014 school year! We hope you enjoyed a terrific summer.

The Lancaster PTO would like to re-introduce ourselves and invite you to join us as we support our local school and the educational experiences of all our students.

### **Who is the PTO?**

The PTO is a team of parents and teachers working to achieve the following:

- Raise funds to support unique educational and learning experiences for our children
- Help build engagement, increase parent awareness and demonstrate support for our schools
- Design fun and creative programs aimed at bringing our community together

### **Please join us**

We invite you to take part in our organization. Whether you have time to support one program or choose to take a more regular active role on our team, your participation is appreciated and valued. Together we share a commitment to our school and creating special experiences for our children.

Attached to this letter are our PTO membership forms. We ask that you please fill out these forms and return by **Friday, September 27.** By completing this information, you are simply making a commitment to support our organization in a way that works for you.

### **PTO Meeting Schedule**

In response to parent and teacher feedback, we will hold our meetings on the second Wednesday of each month. Please join us on **Wednesday, September 18, at 6:30PM** for the first meeting of the school year.

### **Like the "Lancaster PTO" on Facebook**

Please "like" our page on Facebook. There we will keep you up-to-date on upcoming PTO events and other helpful school information.

Thank you for your consideration and here is to a wonderful school year!

Sincerely,  
The Lancaster PTO

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103 Hollywood Drive, Lancaster, MA, 01523

Website: [www.lancasterpto.net](http://www.lancasterpto.net) Email: [PTOboard@LancasterPTO.net](mailto:PTOboard@LancasterPTO.net)



**2013 – 2014 Membership Form**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Numbers:** Home #: \_\_\_\_\_

Cell #: \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

(Please print clearly. Include any capital lettering, numbers, symbols, etc.)

**Would you like to volunteer?** Yes \_\_\_\_\_ No \_\_\_\_\_

*(If yes, please fill out volunteer and CORI forms.)*

**Annual membership fee: \$10.00** - Please make checks payable to Lancaster PTO.

***Donations Accepted and Appreciated***

PTO fund raising money is directly used to support student enrichment events at such as field trips, author visits, books for students, and more. The PTO is a non-profit 501(c)(3) organization, so all monetary donations are tax deductible (Tax ID #04-3031122). You may make a credit card donation online at [www.lancasterpto.net](http://www.lancasterpto.net), or write a check to the PTO with the memo line filled in with "PTO Cash Donation."

We recognize that many families are unable to attend PTO fundraising events, but would still like to support the important work of our organization with a tax deductible donation. *Please know that any donation amount is acceptable and appreciated.* We suggest a donation of \$50 per child, as our goal for the year is to raise that amount per child through our combination of events and fundraisers. As always, thank you for your support of the Lancaster PTO.

If making a donation, please note the amount here \$ \_\_\_\_\_.

Thank you for your help in supporting the students and teachers!

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**PTO Use Only**

Member Fee \$ \_\_\_\_\_ Donation \$ \_\_\_\_\_ Date Rec. \_\_\_\_\_

Check# \_\_\_\_\_ Cash \$ \_\_\_\_\_ Total \$ \_\_\_\_\_ Initials: \_\_\_\_\_

Notes: \_\_\_\_\_



Lancaster Parent Teacher Organization

**Volunteer Form**

We invite to you to take part in any of the events listed below. With your help, we can successfully run fun and rewarding events for our children. ***If you can dedicate your time to one or more events this school year, it will make a difference as we work to deliver quality programs for our children.***

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_  
 (Please print clearly. If necessary, include capital letters, symbols, etc.)

**If you are interested in helping out, please check your events of interest listed below:**

Event	Description of Volunteer Opportunity	Timeframe	Check if Interested
<b>Book Fair</b>	Work at one book fair in the fall and/or one in the spring. Help students select books, work the cash register during the school day, or at night.	Nov. & Feb.	
<b>Box Tops for Education</b>	Collect, sort and mail box tops	Ongoing	
<b>Cultural Enrichment</b>	Identify and plan events to enrich education and compliment classroom curricula.	Ongoing	
<b>Daddy Daughter Dance</b>	Organize, set up, and/or run special dance for dads and daughters	March-May	
<b>Lip Sync</b>	Organize, run practices and/or help the night of the big show	Feb.-March	
<b>Literacy Night</b>	Organize activities and/or volunteer at evening event	Jan.-March	
<b>Mother Son Event</b>	Organize, set up, and/or work a fun, memorable event for moms and sons	March-May	
<b>MREading</b>	Set up the program, volunteer weekly as a classroom volunteer, and/or volunteer at awards ceremonies	Ongoing	
<b>Restaurant/Dine Out Nights</b>	Schedule and promote restaurant fundraisers with local establishments	Ongoing	
<b>Spell-a-thon</b>	Plan activities, post words around town, and/or volunteer as point person for grade/class	Sept.-Nov.	
<b>Staff Appreciation</b>	Help coordinate May event to celebrate the work of our teachers	Mar.-May	

Please send in completed CORI form (if you plan on volunteering with the PTO) along with a copy of your driver's license. Please note we are unable to accept the district CORI checks. All organizations MUST complete their own CORI checks.

***If you have any questions about any of our events listed, please don't hesitate to contact us:***

[PTOboard@LancasterPTO.net](mailto:PTOboard@LancasterPTO.net)



Lancaster Parent Teacher Organization

Lancaster Parent Teacher Organization (PTO)

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

The Lancaster Parent Teacher Organization (PTO) is registered under the provisions of M.G.L.c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified volunteers.

As a prospective or current volunteer, I understand that a CORI check will be submitted for my personal Information to the DCJIS. I hereby acknowledge and provide permission to the Lancaster Parent Teacher Organization (PTO) to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Lancaster Parent Teacher Organization (PTO) written notice of my intent to withdraw consent to a CORI check.

The Lancaster Parent Teacher Organization (PTO) may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that the Lancaster Parent Teacher Organization (PTO) must first provide me a written notice of this check.

By signing, I provide my consent to a CORI check and acknowledge that the information provided below is true and accurate.

X \_\_\_\_\_  
Applicant Signature Date Signed

Please Note: A copy of your license must be returned with this form. Thank you.

\_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

\_\_\_\_\_  
MAIDEN NAME OR ALIAS (If Applicable) PLACE OF BIRTH

\_\_\_\_\_  
DATE OF BIRTH M or F SEX ft. in. HEIGHT WEIGHT EYE COLOR

LAST 6 DIGITS OF YOUR SOCIAL SECURITY NUMBER: XXX - \_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
MOTHER'S FULL MAIDEN NAME FATHER'S FULL NAME

CURRENT ADDRESS: \_\_\_\_\_

FORMER ADDRESS: \_\_\_\_\_

DRIVER'S LICENSE NUMBER \_\_\_\_\_ STATE OF ISSUE \_\_\_\_\_

For PTO use only, please do not complete

The above information was verified by reviewing the following form of government issued photographic identification: Government Form Received \_\_\_\_\_

CORIREQUESTEDBY: \_\_\_\_\_

PTOCORILANMA12-0327

Liz Leonard, CORI Administrator for the PTO