



# Crystal Lake School PTO Handbook

The Crystal Lake School PTO is a group of parent volunteers working together to support our students, teachers and staff so that our children have the best educational experience possible. This Handbook provides information about fundraisers and events that the PTO runs during the school year. You will also find information on how to get involved and various ways to support our PTO.

## ***WAYS TO SUPPORT OUR PTO***

There are many ways to support our PTO, including...

**Membership:** Become a member. See our Membership Form for eight great reasons to join this important group. Becoming a member does not obligate you to volunteer, but shows that you support the CLS PTO and our mission.

**Fundraisers:** The PTO runs several fundraisers throughout the school year. The exact fundraisers for 2022-2023 are still being assessed. Information and order forms may be sent home with students or e-mailed to parents. Some fundraisers conducted in the past have included:

- **Spirit Wear:** This fundraiser includes a selection of clothing items, car magnets, and water bottles that showcase our school logo. This is a great way to show your school spirit!
- **Munson's Chocolates/Butterbraids:** This is a delicious way to raise money for our school! The orders from this fundraiser will be delivered in time for Easter.
- **Plant Sale:** Our plant sale is held right before Mother's Day and offers a wide selection of hanging plants, potted plants, 6-packs of flowers, vegetables, herbs, and more. Each classroom has an opportunity to visit the plant sale to purchase items for someone special!

**Amazon Smile:** You can support Crystal Lake School while getting your shopping done. Just head to [smile.amazon.com](https://smile.amazon.com) and select Crystal Lake School PTO as your non-profit organization of choice. You will find the same shopping experience as [amazon.com](https://amazon.com), but with the additional benefit of helping our school! Be sure to start your shopping at [smile.amazon.com](https://smile.amazon.com)!

**Box Tops:** Box Tops can be found on many General Mills products, such as Cheerios, Annie's, Pillsbury, Ziplocs, Hefty, and many more. Just download the app and scan your receipts. You'd be surprised how fast those ten-cent coupons add up!

**Grocery Store Programs:** We participate in Big Y's Education Express, Stop & Shop's A+ School Rewards, Price Chopper's Tools for Schools, and ShopRite's ShopRite for My School programs. To enroll, ask to have your education points go to Crystal Lake School at any store location or enroll on-line at the store's website.

**Donations:** We gratefully accept cash donations. Checks can be made payable to "CLS PTO" and sent to school in an envelope marked "PTO".

## ***VOLUNTEER YOUR TIME AND TALENTS***

Our PTO aims to hold events that are age appropriate for all of our students. To meet this goal, we need your creative ideas and some of your time. Our current small group of volunteers can no longer do it themselves – we need you!

The Volunteer Form details where volunteers, chairpersons, and/or committees are needed. There is a diverse selection of opportunities for parents and family members to volunteer their time and talents. Please take some time to review this form and see how you can help, even if you just have an hour to give! No amount of time you can offer is too small! Once you have completed the Volunteer Form, return it to school in an envelope marked “PTO” or e-mailed to julienjeffrey7@gmail.com.

## ***EVENTS ORGANIZED BY THE PTO***

The PTO organizes several events throughout the year, some of which are discussed below. The PTO will send out more information about each event as it nears. Check out the Volunteer Form to see what help is needed!

**Halloween Party:** On the Friday evening before Halloween, we invite our younger ghouls and goblins to school for trick or treating, games, and crafts.

**Holiday Shoppe:** Just before the winter break, we set up a holiday shop so that our students have the opportunity to buy something special for their family, friends, teachers, etc.

**Movie Night:** In February, we fill the gymnasium with blankets and pillows for Movie Night. This is a great, family friendly way to break up those long winter nights!

**Staff Appreciation:** During Teacher Appreciation Week in May, the PTO provides lunch for our teachers and staff to show how much we truly appreciate them!

**Yearbook:** Each year, the PTO puts together a yearbook which includes class pictures and photos from different assemblies and events throughout the year. This is a great way to hold on to these precious years!

**Field Day:** Every June we pride ourselves on throwing an amazing field day. This fun-filled day may be our students’ most anticipated PTO event!

## ***WAYS TO GET INVOLVED***

**Attend a Meeting:** Meetings are held the third Monday of each month at 6:30pm in the CLS Media Center. Each meeting includes a discussion of upcoming fundraisers and events, a short presentation from Principal Dario Soto on important topics, and an open discussion of new items. If you have school related questions, this is a great place to get answers! We hope you will take some time to join us!

**Volunteer:** Yes, this one is included twice, but it is the best way to help your child and our school. Again, please take some time to review the Volunteer Form and think about how you can benefit your child’s school this year. Volunteer Forms can be returned to school in an envelope marked “PTO” or e-mailed to julienjeffrey7@gmail.com. Thank you in advance for your interest and help! It’s going to be a fun, rewarding year!

## ***WAYS WE COMMUNICATE WITH PARENTS***

This Handbook provides a lot of information, but don't worry, we will be sure to be in close communication with you about our fundraisers and events as they near. We communicate with our parents in several ways, including:

- Infinite Campus: Principal Dario Soto will periodically send out important PTO information through e-mail. Please make sure your e-mail address that the school has on file is up to date to ensure you get this important information.
- Student Folders: Flyers detailing fundraiser and event information will be sent home with students as needed. Be sure to check backpacks every week!
- Facebook/Twitter: We can be found at Crystal Lake School PTO on Facebook and Twitter (@clspto). Look for our school logo to make sure you are following the right group!
- Bulletin Board: The PTO bulletin board, located near the Sandy Beach Road entrance, includes upcoming events, fundraiser and event information, and volunteer opportunities.

## ***PTO OFFICERS 2022-2023***

Thank you to our parent volunteers who are willing to fill these very important positions. Thank you!

Julie Burns-McAvoy, President, [julienjeffrey7@gmail.com](mailto:julienjeffrey7@gmail.com)

Lindsay Marut, Vice-President, [lindsay.pagani@gmail.com](mailto:lindsay.pagani@gmail.com)

Donna Magnotta, Secretary, [magnotta11@gmail.com](mailto:magnotta11@gmail.com)

Stella Fries, Treasurer, [orca1226@gmail.com](mailto:orca1226@gmail.com)

We hope that this brief glimpse into the Crystal Lake School PTO has been helpful. We look forward to meeting new members and working together to make Crystal Lake School the best it can be! Thank you again for your support and helping to make this year a great one.