

WOERTHER

PTO

HANDBOOK

2011-2012

Dear Woerther Parents,

Welcome Back!!! The start of the school year is here. I am excited and energized to be able to work with so many wonderful parents and staff. The PTO board has spent many hours defining the purposes and plans for the Woerther PTO for the 2011-2012 school year.

I thank you for your willingness and interest in the Woerther PTO. Your involvement sends a clear message to your children about the value you place on their school. All experts agree that "parent involvement" is one of the defining factors in excellent schools. I congratulate and thank you for choosing to invest your precious time here at school.

We will continue to strengthen the lines of communication between parents, administrators, and teachers. We will offer several enjoyable family events, some familiar and some new events that we are eager to introduce.

Our challenge is to demonstrate to parents and staff that this PTO is an effective, supportive organization. The first general PTO meeting will be in August. Please try to attend to report on your committee, recruit friends and neighbors, or just come by to see what Woerther PTO is all about. Remember, we always welcome and encourage all those who want to be involved in their child's elementary education.

I truly believe our children are in good hands with our wonderful staff at Woerther. Our school continues to be a leader in the world of innovative ideas in the area of parent/teacher organizations. Our potential is unlimited!!

I welcome you to the 2011-2012 school year. Together we can accomplish many great things to enhance the educational experiences of our children. Please join us in achieving our school motto of "Root to grow, Wings to fly".

Lisa Allen
President, Woerther PTO

**WOERTHER PTO 2011-2012
EXECUTIVE BOARD COMMITTEE ASSIGNMENTS
COMMITTEE CHAIRPERSONS**

President – Lisa Allen 636-579-6260 mommy119698@yahoo.com

- Nominating – **OPEN**
- Picture Day – **OPEN**
- Rummage for Risers – **OPEN**
- Spirit Items – Lisa Allen 579-6260 mommy119698@yahoo.com
- Spring Family Carnival – **OPEN**

1st Vice President – Rebecca Bullington 594-8223 becky@rbhomecenter.net

- Buzz Book – Rebecca Bullington 594-8223 becky@rbhomecenter.net
- Popcorn/Spirit Days – Rita Lakamp 394-5380 lakamps@sbcglobal.net
- School Supply Packs – **OPEN**
- Science and Safety Night – Kevin Harris 207-7810 msuengrs@sbcglobal.net

2nd Vice President – Susan Harris 636-207-7810 msuengrs@sbcglobal.net

- Accelerated Reader – Mary Biever 230-8247 marybiever@charter.net & Tamberlyn Bieri 230-9080 tbieri@watson.wustl.edu
- Library Volunteers – Claudia Millonas
- Movie Night – Jody Lohse & Lori Collier
- VIP/Turkey Trot – **OPEN**
- Woerther Parent Mentor Group – Lori Collier

3rd Vice President – Angie Colona 314-313-2229 angicolona@charter.net

- Book Fair – Aimee Passino 527-4408 moonnaim@yahoo.com
- Spirit Items – Lisa Allen 579-6260 mommy119698@yahoo.com
- Pancake Breakfast – **OPEN**
- Room Parents – Angie Colona
- Staff Buffett – **OPEN**
- 5th Grade Activities – Angie Colona

V.P. of Fundraising – Trish Gruender 314-406-0072 trishgruender@yahoo.com

- Entertainment Books – **OPEN**
- Spring Fundraiser – TJ's Pizza Sales - **OPEN**
- Skate Night – **OPEN**
- Woerther Wings Club - **OPEN**

Treasurer – Sharon Hartung 636-391-9954 chhmom@yahoo.com

- Junior Achievement – **OPEN**

Secretary – Kris Schriever 636-207-0790 kristine.schriever@maritz.com

- Box Tops 4 Education – **OPEN**
- Printer Cartridges – **OPEN**
- Trunk or Treat – **OPEN**
- Staff Appreciation – **OPEN**

Principal – Jane Levy, 207-2674, levyjane@rockwood.k12.mo.us

Teacher Rep – Helen Youngwith, 207-2674, youngwithhelen@rockwood.k12.mo.us

Teacher Rep – Colleen Abdo, 207-2674, ryancolleen@rockwood.k12.mo.us

WOERTHER ELEMENTARY PTO CALENDAR 2011 - 2012

2011

August

August 15, Monday

August 24, Wednesday

August 26, Friday

August 31, Wednesday

PTO Open House

Fall Picture Day

Skate Night @ Skateport Plaza: 4:30 – 6:30

PTO Meeting/ Room Parent Meeting @ 6:30

September

September 2, Friday

September 23, Friday

Popcorn Spirit Day

Movie Night

October

October 6, Thursday

October 12, Wednesday

October 21, Friday

October 24-27, Monday-Thursday

October 25-26, Tuesday-Wednesday

October 25, Tuesday

October 28, Friday

Fall Picture Makeup Day

PTO Meeting @ 4:30

Fall Academic Celebrations

Book Fair

Parent/ Teacher Conferences

Staff Buffet

Trunk or Treat @ Selvidge

November

November 1, Tuesday

November 2, Wednesday

November 4, Friday

November 18, Friday

Turkey Trot - VIP Day

Turkey Trot - VIP Rain Day

Popcorn Spirit Day

Skate Night @ Skateport Plaza: 4:30 – 6:30

December

December 16, Friday

Winter Academic Celebrations

WOERTHER ELEMENTARY PTO CALENDAR 2011 - 2012

2012

January

January 6, Friday	Popcorn Spirit Day
January 11, Wednesday	PTO Meeting @ 4:30
January 20, Friday	Skate Night @ Skateport Plaza: 4:30 – 6:30

February

February 2, Thursday	Science and Safety Night
February 11, Saturday	Pancake Breakfast

March

March 2, Friday	Spring Academic Celebrations
March 7, Wednesday	Spring Picture Day
March 10, Saturday	Rummage Sale
March 12-15, Monday-Thursday	Book Fair
March 13-14, Tuesday - Wednesday	Parent/Teacher Conferences
March 13, Tuesday	Staff Buffet

April

April 4, Wednesday	PTO Meeting @ 4:30
April 13, Friday	Popcorn Spirit Day
April 20, Friday	Spring Carnival

May

May 2, Wednesday	PTO Meeting @ 4:30
May 7-11, Monday-Friday	Teacher Appreciation Week
May 8, Tuesday	Flower for Your Teacher Day
May 17, Thursday	5th Grade Promotion
May 18, Friday	Popcorn Spirit Day
May 18, Friday	Kindergarten Celebration

WOERTHER PTO GOAL STATEMENT

- Increase parent and staff/teacher involvement through PTO participation
- Actively support the Woerther School Growth Plan
- Raise funds to be used to support these and other programs
 - Educational Technology
 - Student Assemblies
 - Activities and Enrichment Programs
 - Improving Academic Excellence

Committee Descriptions

Accelerated Reader (school year)

Chairpersons: Mary Biever and Tamberlyn Bieri
PTO Liaison: Susan Harris

Reading is FUNdamental. Coordinate with the Reading Specialist, Librarian and classroom teachers with all activities necessary to support the Accelerated Reader program at Woerther. Duties might include selecting a book and quiz to be added to the program, purchasing and distributing incentive items, recognition certificates, and "wall of fame" display.

Book Fairs (October 24-27 and March 12-15)

Chairperson: Aimee Passino and Amy Straulin
PTO Liaison: Angie Colona

Chairperson attends Coordinator meeting at Scholastic, oversees bookfair, coordinates delivery, set-up, breakdown and schedules volunteer shifts. Volunteers will work short shifts during the school day or at night during Parent/Teacher Conferences. Only brief on the spot cashier training is needed. Many volunteers are needed to share shifts.

Box Top and Printer Cartridge Rebates (school year)

Chairperson:
PTO Liaison: Kris Schriever

You can help by simply saving those Box Tops coupons! This is a great committee for working parents or stay at home moms. Committee members will sort and bundle Box Tops to be submitted to General Mills a couple times each school year. This committee also collects and submits printer cartridges for reimbursement.

Buzz Book (August-September)

Chairperson:
PTO Liaison: Rebecca Bullington

This committee is responsible for compiling and publishing a family directory of phone numbers, addresses, and useful PTO/school information. The Buzz Book will be offered for sale to Woerther PTO members as a fundraising project. Help is needed to process orders, compile the directory and distribute the book. This is a great committee for working parents or stay at home moms.

TJ's Pizza (February)

Chairperson:
PTO Liaison: Trish Gruender

Woerther is doing a new fundraiser this year, TJ's Pizza. Volunteers are needed to assist in order form distribution, order processing, and the distribution of product at the end of the sale. Woerther will receive 40% of the profit from this fundraiser.

Entertainment Books Fundraiser (September)

Chairperson:

PTO Liaison: Trish Gruender

Volunteers will help with labeling and distribution of Entertainment books through each classroom and processing payments or collecting unsold books. The books will be sold for two weeks starting at the beginning of September. Each student will receive one copy of the book to sell or return. 40% of the sales are profit to the PTO.

Fifth Grade Activities (school year)

Chairperson:

PTO Liaison: Angie Colona

Make this a year your child will remember forever. Coordinate with the 5th Grade teachers to select, plan, and implement end-of-the-year activities for 5th grade students and their parents. In recent years, this has included a daytime event for students at the Ballwin Pointe, picnic lunch and an evening recognition program with parents. Other related tasks may include preparing a keepsake memory book, deciding on a class t-shirt, the production of a DVD highlighting the year, and coordinating the donation of a class gift to the school.

Junior Achievement (Spring)

Chairperson:

PTO Liaison: Sharon Hartung

This committee is responsible for organizing adult volunteers to present the Junior Achievement program on business and social studies in the classroom. All Woerther classes participate in these programs throughout the year. A business background is not necessary to teach these classes. All materials and the orientation are provided by the Junior Achievement organization.

Library Volunteers (School year)

Chairperson: Claudia Millonas

PTO Liaison: Susan Harris

Volunteers will assist with shelving and processing books, checkout, and student research. The chairman is responsible for coordinating parents willing to help in the Library on a regular or occasional basis and will work closely with Ms. Mekea Johnson, Woerther Librarian. Training will be provided.

Movie Night (September 23)

Chairperson: Jody Lohse & Lori Collier

PTO Liaison: Susan Harris

Volunteers will help plan the ever so popular Family Movie Night. Plans include showing a movie in the field and a serving a simple meal. Many volunteers are needed both before the movie night (plan, prepare and setup) and during the movie night (sell movie tickets, serve pre-ordered meals, staff the concession stand, and help with clean up).

Nominating Committee (Spring)

Chairperson:

PTO Liaison: Lisa Allen

During the election period help solicit interested parents for the Executive Board positions. Your task is to distribute and gather nomination forms. This is a great committee for working parents or stay at home moms.

Pancake Breakfast (February 11)

Chairperson:

PTO Liaison: Angie Colona

Back by popular demand. Volunteers are needed to help organize this fun event. Chris Cakes will make breakfast and flip pancakes across the room. All you need to do is sell tickets and organize volunteers for the day.

Picture Days (August 24 and March 7)

Chairperson:

PTO Liaison: Lisa Allen

Volunteers are needed to assist students on picture day with hair combing, shirt straightening, etc! You will also help get the students to and from class when it is their turn to have their picture taken.

Popcorn Spirit Days (Sept 2, Nov 4, Jan 6, April 13, May 18)

Chairperson: Rita Lakamp

PTO Liaison: Rebecca Bullington

If you can volunteer once a quarter in the early morning, this is the committee for you. Popcorn Spirit Days will offer our students a day to wear their Woerther gear and be able to purchase a bag of popcorn before school to have as their snack for that day. Responsibilities of this committee entail getting to school early on these four mornings, preparing the popcorn bags and having them ready for sale by approximately 8:30 am, collect 25 cents for each bag sold, clean up and be on your way.

Room Parents (school year)

Chairperson: Angie Colona

PTO Liaison: Angie Colona

The chairman is responsible for coordinating the room parents for all classrooms, conducting a room parent informational meeting for all interested parents, and supplying a folder of forms, ideas, and guidelines for each classroom. The room parents are responsible for coordinating three celebrations: Fall, Winter, and Spring. Organizing Teach Appreciation Week for their classroom and collecting for the carnival basket.

Rummage Sale (March 10)

Chairperson:

PTO Liaison: Lisa Allen

Sell your stuff. Volunteers are needed to help coordinate, set-up and tear down this indoor rummage sale. 100% of the profit will help benefit the Woerther. Proceeds will go towards new benches in front of school or a new trophy case for the lobby.

School Supply Packs (Spring and August)

Chairperson:

PTO Liaison: Rebecca Bullington

Coordinate the sale of a pre-wrapped package filled with school supplies teachers have requested for the start of school next year. The kits are pre-ordered during May and distributed at curriculum night in August.

Science and Safety Night (February 2)

Chairperson: Kevin Harris

PTO Liaison: Rebecca Bullington

Do you have a passion for science? Then this is the committee for you. Help plan and implement a family event featuring hands-on science activities and corporate exhibitors. The chairman will work closely with the Rockwood PIE [Partners in Education] facilitator assigned to Woerther. Volunteers are needed for planning, setup, and to help supervise the exhibits.

Skate Night (Aug 26, Nov 18, Jan 20)

Chairperson: Trish Gruender

PTO Liaison: Trish Gruender

This committee is responsible for planning a family event(s). Responsibilities include but not limited to determining the date(s), location and event times, booking dates with the skating rink.

Spirit Items (Fall)

Chairperson:

PTO Liaison: Lisa Allen and Angie Colona

T-shirts and other sportswear with Woerther colors and motifs are sold in the fall to help Woerther families show their school spirit. Volunteers are needed to assist with sales, design, set-up, and distribution.

Staff Appreciation (school year)

Chairperson:

PTO Liaison: Kris Schriever

Help us show our Woerther staff how much we appreciate them. This committee is responsible for celebrating occasions such as: Principal's Day, Secretary's Day, Teacher Appreciation Day, etc. The goal is to recognize all staff members at some point during the year.

Staff Buffets (Oct 25 and Mar 13)

Chairperson:

PTO Liaison: Angie Colona

This committee provides dinner for the teachers on the first evening of parent/teacher conferences in October and March. Volunteers donate beverages, paper products and food items for these events. This is a great opportunity for people who like to cook or bake and for those whose work hours keep them busy during the school day. Also help is needed to decorate, serve, and clean-up during the buffet night.

Spring Carnival (April 20)

Chairperson:

PTO Liaison: Lisa Allen

The Carnival is the most anticipated event of the year. Be a part of the excitement and join the committee to plan this event. There are many sub-committees that will need to be filled, including games/prizes, food & beverage, volunteer coordinator, and donations. Additional help will be needed to set up and take down the carnival. Many, many volunteers are needed the night of the carnival to run games, serve food and sell tickets.

Trunk or Treat (October 28)

Chairperson:

PTO Liaison: Kris Schriever

Help plan this event where little goblins can trick or treat in a secure environment. This committee is responsible for planning an October event for Woerther families. Preliminary plans include trick-or-treating in a closed parking lot. Volunteers are needed to plan and staff this event.

VIP Day/Turkey Trot (November 1)

Chairperson:

PTO Liaison: Susan Harris

VIP day is in conjunction with Turkey Trot. This committee will work with the principal or assistant principal to plan and implement an opportunity for students' VIPs to visit Woerther School.

Woerther Parent Mentor Group (school year)

Chairperson: Lori Collier

PTO Liaison: Susan Harris

This is a new committee to help new families navigate around the world of Woerther. Become a mentor to new families and answer questions throughout the year about events/activities, classroom involvement, Adventure Club, field trips and more.

Woerther PTO

Here's What We're Talkin' About

Fundraising

Box Tops for Education
Entertainment Books
Schnucks E Scrip
Printer Cartridge Recycle Program
Rummage Sale
Woerther Wings Club
TJ's Pizza

School Events

Movie Night
Trunk or Treat
Pancake Breakfast
Science & Safety Night
Carnival
5th grade Activities/Celebration

Helping Our School by Supporting:

AR Reading Program
Books for Classrooms & Library
Classroom Parties
Field Trips
Guest Speakers
Science Night
Teacher's Back to School Funds
Technology Updates
Popcorn Spirit Day
Spirit Wear
Junior Achievement
VIP Day/Turkey Trot
Staff Appreciation
Staff Buffets
Reading Week
Red Ribbon Week
Welcome Back Night Goodies
Teacher Wish List

Communications

Buzz Book
Friday Folders
Newsletters
Welcome Back Night
Bulletin Boards
Volunteer Coordinator
PTO Website

School Support

Outdoor Beautification
Book Fairs
Room Parents
School Supplies
Staff Appreciation
Teacher Conference Night
Dinners

FAQ's

(Frequently Asked Questions)

1. How do I join the Woerther PTO and what does PTO do?

All parents, teachers and staff are automatically members of the Woerther PTO (Parent/Teacher Organization). The PTO raises funds to support a wide variety of enrichment activities. The PTO funds school field trips, teacher reimbursements, various artistic and cultural performances, family events and a variety of special presentations and workshops. The PTO also plays a vital role in providing feedback, information and guidance to the principal and staff.

2. Are membership dues required to participate in the Woerther PTO?

There are no dues, no secret handshakes and no forms to fill out. Just come to a meeting and find out how you can help make your child's school even better than it already is.

3. What kinds of activities are sponsored by the Woerther PTO?

Curriculum enrichment programs, fundraisers and family events are sponsored by the Woerther PTO. Please refer to the committee descriptions for summaries of the activities and events.

4. I would like to chair a committee or an event. How do I sign up?

You may contact the board member responsible for the committee or the PTO President by phone or email if you would like to volunteer to chair an event. Also, sign-up forms are available in the cafeteria during Meet the Teacher/Curriculum Night.

5. I'm not interested in chairing an event or committee, but are there other ways I can help?

Many hands are needed to staff book fairs, process and distribute fundraiser and spirit wear items. Also, small work shifts are available at many of the PTO events. Research shows that it Pays to Get Involved. Participation through volunteering allows you to be "hands on" with our child's education. Our children love to see us in this environment where they spend so many hours a day. You get to know your children's teachers and friends.

6. May I bring preschool children to the Woerther PTO activities?

Children are always welcome at the family events and the Woerther PTO meetings, but please not for classroom activities such as celebrations.

7. Where can I find out about the upcoming Woerther PTO activities?

Attend Woerther PTO meetings, check your child's Friday folder for Woerther PTO flyers, read the Woerther PTO bulletin board located in the lobby, refer to the PTO website and/or read the monthly newsletter on the school website for the upcoming Woerther PTO sponsored activities and events.

8. What are the benefits of attending PTO meetings?

Participation through attendance at PTO meetings gives you a voice. You can provide valuable input that will help decide what we do as a group. You have the knowledge that, with your participation and involvement, the educational and social experiences of all students at Woerther have been greatly enhanced. If you are new to the Woerther community, the established families are available to answer questions and ease your transition into becoming a school family. We're always happy to help whenever possible. An added bonus is that you have the opportunity to meet wonderful people who become great friends.

9. When are officers elected to serve on the Woerther PTO Executive Board?

Nominations forms will be available in March. Nominations are made by the close of the April meeting. Elections for the board positions are held during the May meeting. Please contact one of the Executive Board members if you have any questions or interested in a position.

10. May the Woerther PTO raise money for other charities?

Our not-for-profit status prevents us from raising or donating money to other charities.