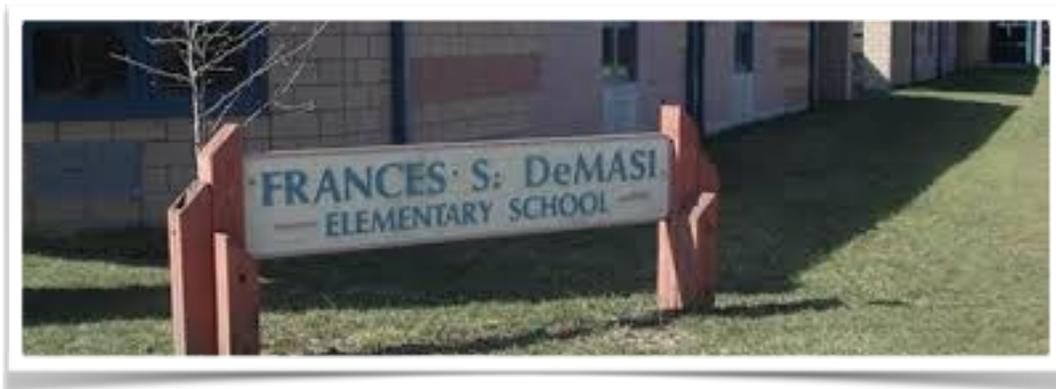


# DeMasi Elementary

199 Evesboro-Medford Road Marlton NJ 08053



## PTA HANDBOOK 2016-17

DeMasi Elementary PTA welcomes you!

The DeMasi PTA is a non-profit organization that works together with school staff, parents and the community to provide fun and educational programs for all of our students.

## Check out our website!

This handbook and all forms can always be found on the DES PTA website : [www.pta-des.org](http://www.pta-des.org)

**Be sure to look for PTA membership instructions, room parent forms and volunteer forms in this handbook!**



**We need you!**  
DES PTA wants you to become a volunteer and make a valuable contribution to our school! Check out all the committees at [www.signupgenius.com](http://www.signupgenius.com) search under 'find a sign up' using [koryn1218@gmail.com](mailto:koryn1218@gmail.com)



**Remind 101**  
Stay informed with Remind 101! It's simple! To stay informed via text just text the message @demasie to 81010. You can opt-out of messages at any time by replying 'unsubscribe @demasie'

1

### QUESTIONS?

You can always reach the elementary office staff at (856) 988-0777

2

### CALENDAR

The district calendar can be found at [www.evesham.k12.nj.us](http://www.evesham.k12.nj.us)

3

### PTA QUESTIONS?

Feel free to email Koryn Rosario, our PTA President, at [koryn1218@gmail.com](mailto:koryn1218@gmail.com)

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## DEMASI ELEMENTARY SCHOOL MISSION STATEMENT

The goal of DeMasi School is to create an environment that produces life-long constructive learners. To support this environment, learning must be interactive and social where parents, teachers and students become problem solvers moving toward responsible decision making within the school, community and beyond.

In keeping with our mission statement, DES continues to promote and maintain a positive school climate and culture that encourages civility, respect and caring.



Dear Parents,

Welcome to the 2016-17 school year!

My name is Koryn Rosario, and I am the PTA President for the 2016-17 school year. I currently have two children here at DeMasi in 3rd and 5th grades and have been a PTA member since my eldest was in kindergarten. This will be my fifth year serving on our PTA Executive Board - I was Events Coordinator for two years and Co-Fundraising Chair for two years.

I am excited to welcome many familiar faces back to DeMasi Elementary, as well as all of the new families who joined our school this year. I am looking forward to a fun filled and rewarding year building memories with the parents, students and staff of DeMasi Elementary.

Our PTA has some wonderful events and fundraisers planned for this year all of which are listed in the following pages of this handbook. As always, the PTA needs many active members willing to volunteer their time for us to have a successful year. It takes a village!

I would like to personally invite all of you to join our PTA. Every parent matters and any level of participation is greatly appreciated. There are a variety of committees to become involved with. If you are interested in volunteering, please go to [signupgenius.com](http://signupgenius.com) and search under 'Find A SignUp' with my email address [koryn1218@gmail.com](mailto:koryn1218@gmail.com).

Our first PTA meeting of the year will be September 14th at 7:00pm in the library. This meeting will be a great way to learn about all of our opportunities as well as upcoming events and activities.

If you have any questions or comments, please feel free to contact me - we welcome all new ideas and suggestions!

Sincerely yours,

Koryn Rosario  
PTA President  
[koryn1218@gmail.com](mailto:koryn1218@gmail.com)  
[president@pta-des.org](mailto:president@pta-des.org)

## 2016-17 PTA EXECUTIVE BOARD MEMBERS

POSITION	NAME	EMAIL
President	Koryn Rosario	<a href="mailto:koryn1218@gmail.com">koryn1218@gmail.com</a>
Treasurer	Sue Bowman	<a href="mailto:suebowman2015@gmail.com">suebowman2015@gmail.com</a>
Co-VP Fundraising	Jo Ann Gamble	<a href="mailto:jojo712@comcast.net">jojo712@comcast.net</a>
Co-VP Fundraising	Casey Karwacki	<a href="mailto:cjiampetti@aol.com">cjiampetti@aol.com</a>
Co-VP Events	Leighanne Ratcliffe	<a href="mailto:lkline6480@yahoo.com">lkline6480@yahoo.com</a>
Co-VP Events	Renee Gontowski	<a href="mailto:reneegontowski@comcast.net">reneegontowski@comcast.net</a>
Corresponding Secretary	Amanda Cinquini	<a href="mailto:amandacinquini@yahoo.com">amandacinquini@yahoo.com</a>
Recording Secretary	Nicole Lumley	<a href="mailto:nicole.lumley@yahoo.com">nicole.lumley@yahoo.com</a>

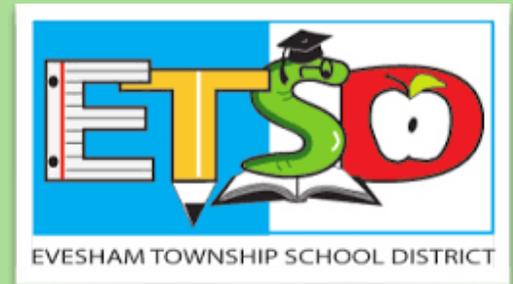
## PTA Meetings

General Membership Meetings will begin at 7:00pm in the library on the following dates:

September 14th  
 October 5th - Room Parent Tea in Cafeteria  
 November 2  
 December - NO DECEMBER MEETING  
 January 1st  
 February 1st  
 March 1st  
 April 5th  
 May 3rd  
 June 7th

The Executive Board will meet from 6:15pm-7:00pm on the above dates.

All meeting minutes will be posted on the PTA website as they become available. Please check our website [www.pta-des.org](http://www.pta-des.org) for any changes throughout the school year.



The Evesham Township School District website is a great tool for information regarding the entire school district such as the dates and times of the Board of Education meetings, district calendar, ECC parent portal and emergency closing info.



### Mark your calendars! Our first PTA meeting will be September 14th

Your ideas, questions and concerns are important to us. Attending the monthly PTA meetings is the best way to stay informed on what's happening at DeMasi. We hope to see you all there!



Be sure to check your email for our Weekly Announcements which will outline all of our upcoming important dates and events.

## 2016-17 PTA Sponsored Events

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Welcome to the 2016-17 school year! We are looking forward to having a fun filled year and hope to see everyone at our upcoming events!

**OCTOBER:** Halloween Trunk-or-Treat 10/28

**DECEMBER:** Secret Shop 12/7 - 12/9

**JANUARY:** Martin Luther King Day 1/16

**FEBRUARY:** Winter Carnival 2/10

**APRIL:** Candy Bar Bingo 4/7

Science Fair 4/12

**MAY:** Mother (Special Person) Son Social 5/7

Daddy (Special Person) Daughter Social 5/19

**JUNE:** Ice Cream Social 6/14

**AUGUST:** Welcome Back Water Ice TBD

We are always looking for volunteers with new ideas and suggestions. I invite everyone to sign up for a committee! If you have any questions please feel free to contact Leighanne or Renee at [vp2@pta-des.org](mailto:vp2@pta-des.org)

## 2016-17 PTA Fundraising

### Why Support PTA Fundraisers?

Fundraising is an essential part of our ability to provide students with educational supplies, PTA sponsored events and school assemblies. It is with your support and contributions that allow our fundraising efforts to be as successful as they have these past few years.

The following fundraisers have been planned for the 2016-17 school year. . .

- KidStuff Coupon Books
- Scholastic Book Fair (fall & spring)
- School clothing sale
- Square 1 Art
- Designer Bag Bingo
- General Mills Box Tops
- Bake sales
- Yankee Candle sale

### What is the PTA doing this year with funds raised?

Here are a few examples of the events/activities we have thanks to your support through fundraising. . .

- Green Orbs Music Residency
- Ice Cream Social
- Welcome Back water Ice
- Science Fair
- Trunk-or-Treat
- Yearbooks
- Agenda books
- Folders

**Thank you to our DeMasi families for your continued support!**

Clip and save Box Tops for Education! Simply clip the Box Tops from hundreds of participating General Mills food products and send them into school with your child. Each Box Top is worth \$.10 and they add up quickly! Each quarter the class with the most Box Tops will win a special surprise. Keep on clipping!



## Yearbook Committee

The Yearbook Committee welcomes you back to school! Plans are already underway for this years DeMasi yearbook and we need your help!

- Remember your camera or your phone every time you attend any school activity such as class parties, field trips, PTA events and PTA fundraisers. Take LOTS of pictures!
- We are also looking for pictures from last Spring's events and 2016 end of year activities such as the Ice Cream Social. If you have any of these please feel free to upload them too!
- Our yearbook represents a collaborative effort from the entire DeMasi family. With your help we can make the 2016-17 yearbook amazing! Our goal is always to try and have every student represented!
- Please email Jill Schultz with any questions [schultzj@evesham.k12.nj.us](mailto:schultzj@evesham.k12.nj.us)

**At DeMasi Elementary, we assemble our yearbooks through Jostens. They are the leader in yearbook publishing.**

Jostens, just like DeMasi, feels that yearbooks are an important tradition that should be inclusive, meaningful and something that connects our entire school family. With new technology such as the ReplayIt.com photo sharing app and facial recognition software it's easy to make sure our yearbook is something every student will feel apart of.

It's as easy as 1 . . . 2 . . . 3 . . . !

1

Download the Replay It app on your phone

2

Have fun taking tons of pictures at class parties, events, field trips, etc

3

Upload the pictures using the app. Make sure to tag them according to where you took them!

## Head Room Parents

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Please note - Head Room Parents will be selected during the week of September 26th - 30th. If you wish to be considered for the Head Room Parent position in your child's class you MUST be a good standing registered PTA member and your Room Parent form must be turned in by Friday, September 23rd.

A Head Room Parent meeting will be scheduled. If you have been selected as Head Room Parent you will receive an email invite to this meeting. During this meeting our Head Room Parent Coordinator, Sharon Ronning, will provide all supporting information such as your classroom Team members, Send-In helpers and class party dates for you to use at the Room Parent Tea on October 5th. At the Tea you will be able to go over all the classroom party dates and times with your classroom PTA members and organize coverage.

Thank you for volunteering to be such a valuable contribution to our classrooms!

## PTA Membership Drive

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Your support is needed! Membership in the DeMasi Elementary PTA helps provide financial support for activities that benefit all students of DeMasi Elementary. Parents, guardians, teachers, administrators and all staff are welcome to become members of the PTA.

Membership renews annually and is \$5 per person, per school year.

Please complete the PTA Membership Drive form in this handbook, indicating if one or both parents/guardians are joining. If you have more than one child in DeMasi Elementary, you need only to complete ONE Membership Form.

Return the completed Membership Form with your membership fee (cash or check in an envelope marked 'PTA MEMBERSHIP') as soon as possible. Please make all checks payable to 'DeMasi Elementary PTA'.

PLEASE NOTE - you MUST be a paid member of the PTA in order to participate in the Room Parent program and attend class parties.

THANK YOU!

# PTA Reimbursement Form

Any pre-approved PTA expenses that are paid for out-of-pocket by a member should be submitted for reimbursement within 45 days to the Treasurer or President for processing.

Please complete the form below and include all receipts. This form needs to be approved by the committee chair or president. A board member must also sign off on the expense if the committee chair is not a board member. Turn in the original and be sure to make copies for your records. This form can also be found on the PTA website.

## DEMASI ELEMENTARY PTA REQUEST FOR PAYMENT OR REIMBURSEMENT

Check Payable to: \_\_\_\_\_ Date: \_\_\_\_\_

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

Requested By: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Committee: \_\_\_\_\_ Event: \_\_\_\_\_

**ITEMIZE FULLY, SIGN & GET APPROVAL BEFORE SUBMITTING FOR PAYMENT**

DATE:	ITEMS	AMOUNT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL AMOUNT REQUESTED:</b>		<b>\$</b>

***Claimant's Signed Declaration***

*I do solemnly declare and certify: under the penalties of the law, that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated herein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount herein stated is justly due and owing; and that the amount charged is a reasonable one.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
President's Signature

For Treasurer's Use Only:

Date Paid	Check No.	Account Charged
_____ Treasurer's Signature		

# DeMasi Elementary PTA Membership Drive 2016-17

Your support is needed! Membership in the DeMasi Elementary PTA helps provide financial support for activities that benefit all students of DeMasi Elementary. Parents, guardians, teachers, administrators and all staff are welcome to become members of the PTA.

**Membership renews annually and is \$5 per person, per school year.**

Please fill in the form below, indicating if one or both parents/guardians are joining. If you have more than one child in DeMasi Elementary, you need only to complete ONE Membership Form.

Return the completed Membership Form with your membership fee (cash or check in an envelope marked 'PTA MEMBERSHIP') as soon as possible. Please make all checks payable to 'DeMasi Elementary PTA'.

**PLEASE NOTE - you MUST be a paid member of the PTA in order to participate in the Room Parent program and attend class parties.**

**THANK YOU!**

## Parent/Guardian PTA Membership Enrollment

**Child's Name**

**Teacher/Grade**


**1st Parent Name**

**\$5.00**

**2nd Parent Name**

**\$5.00**

**Total Enclosed \$** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**\* Please make checks payable to 'DeMasi Elementary PTA' \***

## ROOM PARENT VOLUNTEER FORM

The DeMasi Elementary PTA's Room Parent Program gives parents the opportunity to be apart of their child's classroom activities and events. We have volunteer positions available to fit every parent's schedule! Please consider donating some of your time and energy to help make our school year one to remember!

**In order to participate in our Room Parent Program parents MUST BE A PAID PTA MEMBER IN GOOD STANDING. Our membership enrollment form is included in this packet. Also, it is our school's policy that siblings are not permitted to attend classroom events and parties. \*\*\*5th grade room parents must also be on the 5th grade committee\*\*\***

Positions include the following:

### HEAD ROOM PARENT -

- works directly with the classroom teacher to plan parties and activities
- organizes the team members who will attend each party/event
- organizes the list of send in items for each party/event, or designates a team member to do so
- organizes activities (games & crafts) for each party or designates a team member to do so
- **attends at least 2 PTA meetings per year**
- volunteers to help with one fundraiser or school wide event and organizes parent volunteers from their class as needed
- collects and oversees use of "party money" (if this option is chosen)
- **NOTE:** head room parent does NOT need to attend all classroom parties/events

### TEAM MEMBER -

- attends **at least one** classroom party
- assists head room parent throughout the year with planning and execution of class parties
- assists with school wide events as needed
- may supply send in items for class parties as needed

### SEND IN HELPER -

- any parent who is not available during the school day but is willing to send in paper goods, craft/game supplies, etc for classroom parties. All parents are encouraged to sign up for this role so that this responsibility may be shared fairly among the classroom families.

**Please filling the information below and return to school by Friday, September 23rd. If you have more than one child please fill out a form for each.** If you have any questions regarding our Room Parent Program please feel free to contact our Room Parent Coordinator, Sharon Ronning at [sharonronning@hotmail.com](mailto:sharonronning@hotmail.com) or our PTA President Koryn Rosario at [koryn1218@gmail.com](mailto:koryn1218@gmail.com). Thank you for supporting the DeMasi Elementary PTA!

## ROOM PARENT VOLUNTEER FORM

NAME \_\_\_\_\_

Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Child's Name \_\_\_\_\_

GRADE/TEACHER \_\_\_\_\_

I WOULD LIKE TO SERVE AS (please note 1st and 2nd choices)

\_\_\_\_\_ Head Room Parent    \_\_\_\_\_ Team Member    \_\_\_\_\_ Send In Helper

Have you ever been a Head Room Parent for this child? \_\_\_\_\_ year \_\_\_\_\_

## Committee Volunteers

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It's that time again! The PTA, students of DES and administration need you to become a volunteer and make a valuable contribution to our school! Please consider volunteering to help with one, two or as many committees as you would like for our 2016-17 school year. We appreciate any amount of time you can offer. Sign ups begin toady!

There's 3 easy steps to sign up:

- go to [www.signupgenius.com](http://www.signupgenius.com)
- click on 'Find A Signup' at the top of the page and search using this email address: [koryn1218@gmail.com](mailto:koryn1218@gmail.com). Click on '2016-2017 Committee Sign Up'
- browse all the committees that are listed and check off the 'sign up' box on the ones that interest you and you will be prompted to enter in your information.

This year we have a very detailed list of everything the PTA does on SignUpGenius. Instead of signing up for the 'general' events or 'general' fundraising committee you can select which specific event, fundraiser, activity you would like to be involved with. In using this format we hope to get more volunteers and not overwhelm anyone by thinking they would be responsible for every fundraiser or every event.

You can go to [www.pta-des.org](http://www.pta-des.org) and on the right hand side click on 'Committees' for descriptions of each committee. Please feel free to contact our PTA President, Koryn Rosario, with any questions at [koryn1218@gmail.com](mailto:koryn1218@gmail.com). Thank you!