



# SUGARTOWN PTO

## PARENT TEACHER ORGANIZATION



info@sugartownpto.com



www.sugartownpto.com



facebook.com/sugartownpto/

## WHO IS THE PTO?

The PTO is made up of a group of dedicated, hard-working, positive Sugartown parents. The PTO is you! No sign up required! This organization is open to all Sugartown parents, and we welcome everyone's participation. There are many ways to be involved in the PTO and we are always seeking volunteers.

## WE NEED YOU



Visit our website for information on all of our available volunteer roles including how to become a Homeroom Parent.

- Become a volunteer
- Attend our PTO Meetings
- Share your ideas

## 2019-2020 EXECUTIVE BOARD MEMBERS

**CO-PRESIDENTS:** ERIN TEDESCO & COURTNEY HEALEY

**VICE PRESIDENTS:** HEATHER CECCO, AMEE FEAGER-DAVIS & MARY WALLACE

**TREASURERS:** KIM HOOVER-FREY & ERIN DERAPELO

**RECORDING SECRETARY:** MELISSA SUGZDINIS

**COMMUNICATIONS COORDINATOR:** BOBBIJO PINNELLI

**BOARD ADVISOR:** TIANA THREADGILL

## FUNDRAISING

Learn how you can support our school through our school rewards programs. Please visit our Fundraising page on our website to learn more!



## Sugartown PTO at work in 2018-2019

How We Raise Money		
Spring Fair \$10,000	ST Pride Auction \$3,000	Trivia Night \$7,500
Book Fairs \$2,000	Direct Donations \$2,500	

### How we Spend Money

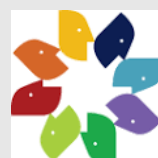
- Community Dining
- Nights Out
- Trivia Night
- Dance Party
- Spring Fair
- Teacher and Staff Appreciation

- Assemblies
- Spring Fair
- Book Fairs & Read Across America Night
- Student Enrichment
- Field Trips
- Families in Need
- GVHS Scholarships
- Classroom Fund for Teachers

### PTO Events

## DIRECTORY

Get your school directory on the go! View the online directory anytime, anywhere by logging into your secure account. Visit our webpage to learn more.



AtoZConnect

# *Save the date!*

## 2019 - 2010 Sugartown Activity Calendar

\*Dates are subject to change,  
please check the PTO website and  
Facebook page for the most up to  
date information

### September

2nd - No School  
10th - HRP Meeting 7pm  
18th - Back to School  
Night 7pm  
25th - PTO Meeting 6:30  
30th - No School



4th - Trivia Night  
9th - No School  
14-18th - Fall Book Fair  
25th - Dance Party &  
Silent Auction  
31st - Halloween

### November

4-5th - No School  
14 - Spelling Bee  
27 - 29th - No School



### December

20th - Early Dismissal  
23rd - 31st - No School



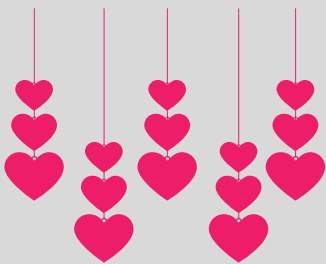
### January

1st - No School  
20th - School Closed  
23rd - PTO Meeting 6:30



### February

14 - 17th - No School  
21st - Talent Show 6:30



### March

4th - Dr. Seuss Night 6:30  
12 - 13th - Early Dismissal



### April

6th - 13th - No School  
16th - Kindergarten  
Orientation



### May

15th - Spring Fair 5pm  
25th - No School  
29th - Field Day



### June

3rd - PTO General  
Meeting  
10th - Last Student Day



## IT'S EASY TO SUPPORT THE SUGARTOWN ELEMENTARY PTO!

# "JUST WRITE A CHECK"



The Sugartown PTO works hard throughout the year to raise funds to support our school. One of our objectives is to provide the students of Sugartown with programs, events and materials that enhance the curriculum, promote school spirit and inspire students to become passionate lifelong learners and productive invested participants in the local and global community. Our funds provide support for such things as Interactive Assemblies, Read Across America Event, Family Fun Nights, Wellness & Fitness Club, Families in Need, and more - ***these are rich and memorable experiences for our children!***

Similar to many all-volunteer-run organizations, we are challenged with staffing many of the fundraising activities, which have become strong traditions at Sugartown Elementary.

**You can help** ... by making a tax deductible (and confidential) donation to the Sugartown PTO:

1. Write a check to the **Sugartown Elementary School PTO (ST PTO)** for the desired amount.
2. Contact your employer to see if they offer a matching program!
3. Complete and detach the bottom portion of this letter and send it with your check to the school office, via backpack mail or postal mail to Sugartown Elementary School, 611 Sugartown Road, Malvern, PA 19355. \*Be sure to note on the envelope and check: **Attn: ST PTO – JWAC**

Thank you in advance for your continued generosity and for assisting us in enriching your child's Sugartown Elementary experience! Please feel free to contact us if you have **any** questions! We have copies of a summarized budget of the year's anticipated expenditures available at each general PTO meeting or by request via email to [info@sugartownpto.com](mailto:info@sugartownpto.com).

Sincerely,  
*ST PTO Executive Board*

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To ensure confidentiality, please return this form to the school office in a sealed enveloped marked to the attention of **ST PTO – JWAC**. Checks should be made out to: **Sugartown Elementary School PTO (ST PTO)**

Enclosed amount: \$ \_\_\_\_\_ Yes! My company offers a Matching Gift Program.

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

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

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

"Making a difference...together!"

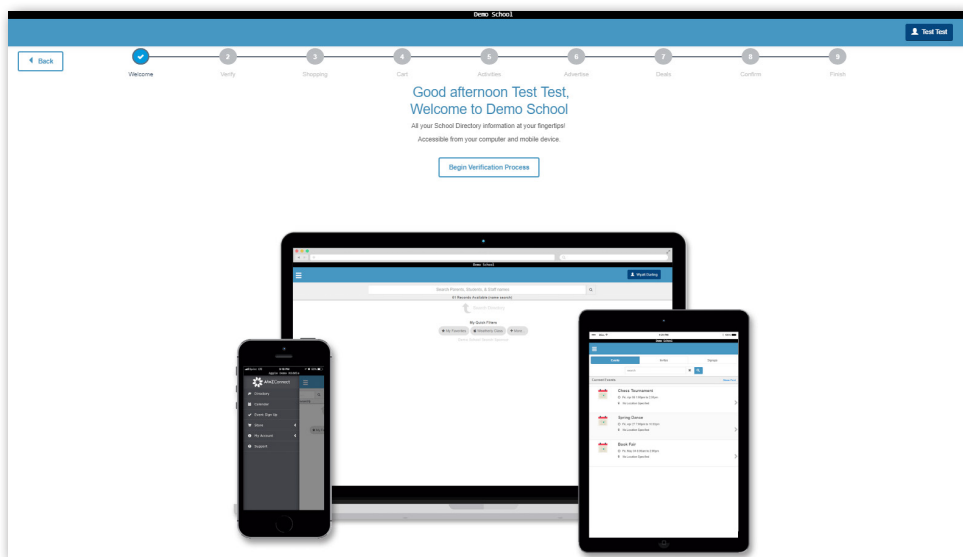
The Sugartown PTO is a non-profit 501(c)(3) corporation in Pennsylvania.  
Federal EIN: 55-2589999, Pennsylvania Exemption Number: 75527294



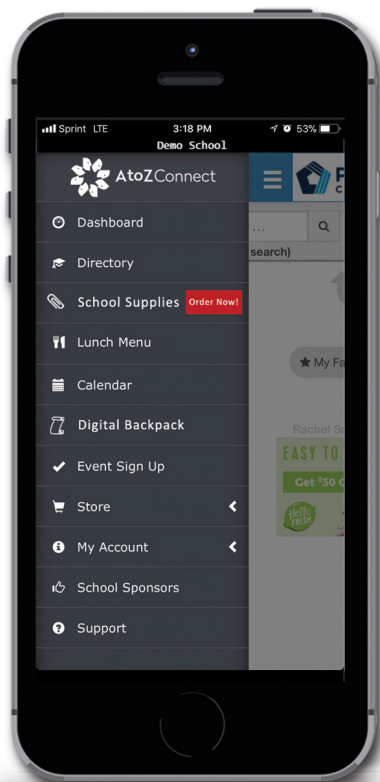
# Our school is using AtoZ Connect. *Now what?*

## IF YOU'RE AN ENROLLED FAMILY AT OUR SCHOOL FROM LAST YEAR

- Log on to [login.atozconnect.com](http://login.atozconnect.com) with your email and password. If you don't remember your log in credentials, sign in with Facebook or Google! You can also go to the main log in page and click on **Forgot Password**. Follow the instructions in that email to reset your password.
- Complete the **Verification Wizard** using your desktop or mobile device! Once completed, you will be directed to the main page of the directory.



## NEW TO THE SCHOOL OR AREA?



- If you are new to the school you can be added to the school directory!
- Go to [join.atozconnect.com](http://join.atozconnect.com). Enter the school zip code then select our school from the Select Organization drop down.
- The system will do a quick look up to see if you are in the database. If your email or phone number was found, a password reset link will be sent to you. If no results are found, complete the form to send in your join request.
- Once we approve your request, you will get an email with your log-in information, and you can complete the **Verification Wizard** and view the directory!

*Once you have completed verifying your data, you can access the online school directory at [login.atozconnect.com](http://login.atozconnect.com)  
You can also download the app from the App Store or Google Play.*



## Have any questions?

Contact us directly or visit

[www.atozconnect.com/support](http://www.atozconnect.com/support) for technical help.

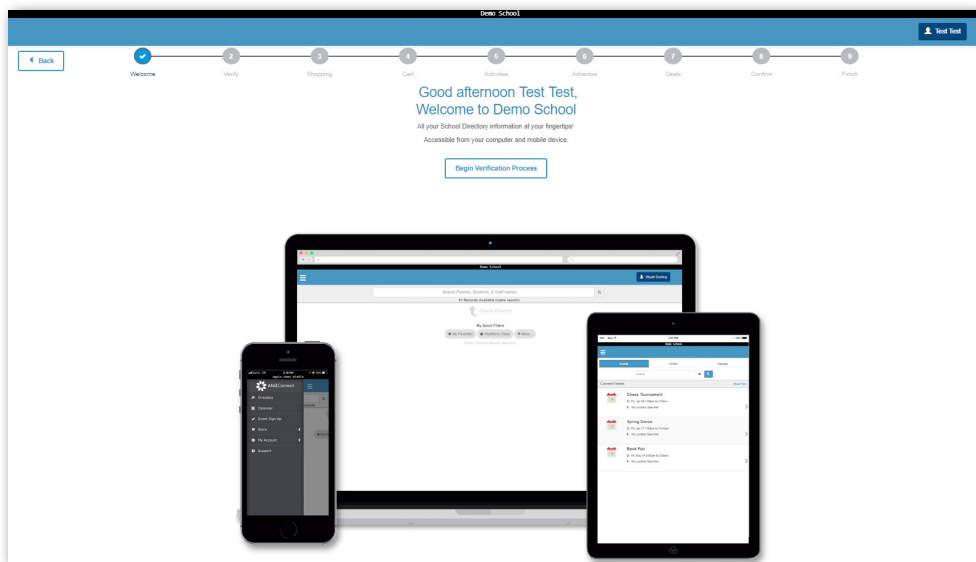
Connecting Families. Strengthening Communities.



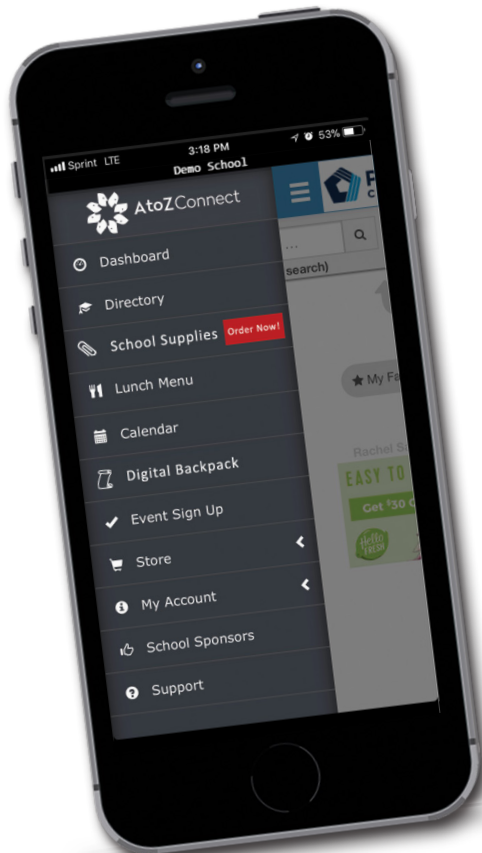
## Nuestra escuela esta usando AtoZ Connect. ¿Ahora que?

### SI SU FAMILIA A ESTADO INSCRIBIDA CON SU ESCUELA DESDE EL AÑO PASADO.

- Visite a la pagina [login.atozconnect.com](http://login.atozconnect.com), entre su información de login con su E-correo (correo electronico) y su contraseña. Si no se acuerda de su información para entrar a la pagina, visite la pagina principal y haga un clic en **"Forgot Password,"** (se me olvido mi contraseña). Tambien puede login con sus credenciales de Facebook y Google. Cuando reciba el correo electronico (Ecorreo), siga las instrucciones para reiniciar su contraseña.
- Completé la "Verification Wizard" (verificación de Wizard) usando su computadora, o aparato móvil. Cuando terminé, va ser dirigido a la pagina principal del directorio.



### ¿NUEVO A LA ESCUELA O LA AREA?



- Si es nuevo a su escuela, puede ser agregado al directorio de la escuela.
- Visite a [join.atozconnect.com](http://join.atozconnect.com). Entre el codigo postal de su escuela, y adonde dice, "Select Organization" seleccione su escuela.
- El sistema va hacer una busqueda rapidita para localizar su base de datos. Si su Ecorreo o numero de telefono fue localizado, se le va a mandar un link para reiniciar su contraseña por el Ecorreo que esta en el sistema. Si no hay resultados, tiene que completar un formulario para pedir acceso "Join Request."
- Cuando su acceso sea aprobado, va a recibir un Ecorreo con su información de login. Con eso, puede completar su Verificación de Wizard (**Wizard Verification**), y poder entrar el directorio.

*Quando verifique su información y datos,  
va a poder acceder el directorio online  
al [login.atozconnect.com](http://login.atozconnect.com) de cualquier aparato mobil.*

### ¿Tiene preguntas?

Contactémos directo o visite a [www.connect.com/support](http://www.connect.com/support) para asistencia tecnica

Connecting Families. Strengthening Communities.



**\*Do NOT use this form if you registered and ordered your Directory ONLINE.**

## 2019-2020 Student Directory VERIFICATION & ORDER Form\*

STUDENT NAME: \_\_\_\_\_ TEACHER \_\_\_\_\_

Please complete the form below and return with the appropriate funds in an envelope marked "Sugartown Student Directory". Please make checks payable to **Sugartown PTO**.  
Please do not send cash.

You will receive access to the **Digital Directory APP** via email when this form and payment have been received. (Note: Parent #1 Email will receive access to the directory app.)

(Enter your information, as you would like it to appear in the directory. **Please PRINT.**)

Parent #1 First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Parent #1 Email \_\_\_\_\_

Parent #1 Phone \_\_\_\_\_ Cell \_\_\_\_\_

Parent #2 First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Parent #2 Email \_\_\_\_\_

Parent #2 Phone \_\_\_\_\_ Cell \_\_\_\_\_

Student #1 Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Student #2 Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Student #3 Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

### Shopping Cart:

✓ # DIRECTORY BUNDLE

(includes One Print Directory, Digital APP Access & One Notepad

\$10.00



\_\_\_\_\_ # of *additional* Print Directories (\$8 each directory): \_\_\_\_\_

(purchase of bundle is required if selecting additional printed directories)

\_\_\_\_\_ # "Note To School" Notepads requested (\$3 each or 2 for \$5): \_\_\_\_\_

**TOTAL \$\$ ENCLOSED:** \_\_\_\_\_

*The Directory is solely for the use of Sugartown families and may not be used for the promotion of any activity unrelated to Sugartown Elementary School.*



# 2019-2020 Sugartown PTO DIRECTORY AD ORDER FORM

## Advertise Today with the Sugartown Community And Reach Hundreds of Students & Parents

The Sugartown PTO is pleased to offer the opportunity to advertise in the Sugartown Directory that reaches our entire school community. This provides one of the best vehicles to advertise your business or service. Parents consult the school directory weekly to set up play dates, arrange carpools, view the school calendar, and more. Money raised from advertising in our Sugartown Directory will help fund programs that benefit **EVERY** student.

SUGARTOWN DIRECTORY ADVERTISING OPPORTUNITIES	PRICE
<input type="checkbox"/> The Patriot Pride "BACK COVER - Full page ad" (10" wide by 7.5" high)	\$300*
<input type="checkbox"/> The Great Valley "INSIDE BACK COVER - Full page ad" (4.75" wide by 7.5" high)	\$200
<input type="checkbox"/> The Bobcat "Full page ad" (10" wide by 7.5" high – landscape/horizontal orientation)	\$100
<input type="checkbox"/> The Blue & White "1/2 page ad" (4.75" wide by 7.5" high – landscape/horizontal orientation)	\$75
<input type="checkbox"/> The Sugartown "1/4 page ad" (4.75" wide by 3.5" high – landscape/horizontal orientation)	\$50
<input type="checkbox"/> The Bucket Filler "Business card-size ad"	\$25
<b>Total:</b>	\$

\* or highest bidder

### ADVERTISER INFO

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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

☐ **ENCLOSED CHECK** - Payable to Sugartown PTO Directory

**All Advertisements and Questions should be directed to [sugartownstudentdirectory@gmail.com](mailto:sugartownstudentdirectory@gmail.com)**

**ADVERTISING SPECS/DETAILS:** The Sugartown Directory has a landscape/horizontal orientation. All ads must be sized per ad space dimensions above. Ads must be delivered camera-ready, have at least 300 DPI resolution, and be sent as a PDF. When generating your PDF file select "high quality", "press quality" or PDFX-la". The ad placed in the print directory will be black and white. Other image files will be accepted such as eps, jpeg, bmp, or tif. Ads not delivered to directory specs may be reformatted, and/or re-sized as needed. We reserve the right to refuse ads due to content. Scanned forms can also be emailed along with logos/Images to [sugartownstudentdirectory@gmail.com](mailto:sugartownstudentdirectory@gmail.com).