



CLEGERN ELEMENTARY SCHOOL *REFERENCE GUIDE*

for Parents

Clegern Elementary
PTA
2019-2020

Welcome to Clegern Elementary! This packet is intended to be a guide for Clegern families to get an idea of Parent Teacher Association-sponsored activities, programs, and volunteer opportunities held throughout the school year.

The responsibility of Clegern Elementary's PTA is to support Clegern's students, teachers, and the general welfare of our school, while encouraging a sense of community within our school family.

Clegern's PTA is an integral part of our wonderful school, providing fun events, community-building activities, and student and teacher support. Some examples of what we provide are:

- Playground Equipment
- Outdoor classroom funding
- Staff stipends
- iPads & iPad cases for students
- Learning apps & programs
- Library activities & author visits
- Popcorn days
- Campus beautification
- Teacher grant funding
- ArtSmart
- A free school directory
- Teacher appreciation
- Chili Bingo/Auction
- Morning with Mom
- Donuts with Dudes
- School Spirit Store & t-shirts
- Summer community events
- Family Fun Nights
- Spring Carnival
- Fall Fundraiser
- Thanksgiving treats & winter goodies for teachers and staff

Enclosed in this packet, you will find:

- 2019-2020 Clegern Staff list (p. 3)
- Ways to Stay Connected & Support Clegern / Important websites (p. 4)
- PTA FAQ's (pp. 5-6)
- Important Dates (p. 7)
- PTA & Clegern Event Descriptions (pp. 9-15)
- PTA Committee Descriptions & Volunteer Opportunities (pp. 16-20)
- Non-PTA Volunteer Opportunities (p. 20)
- Homeroom Parents (p. 20)
- Volunteer Information (p. 21)

If you have any questions, please feel free to contact any member of our PTA board:

President
Rachel Hays
president@clegernpta.org
(405) 550-4482

Vice President
Shannon Jurrens
vicepresident@clegernpta.org
(405) 471-7890

Treasurer
Kasey Allen
treasurer@clegernpta.org
(580) 763-4255

Secretary
Robin Howell
secretary@clegernpta.org
(405) 974-0671

Fundraising
Laura Roach
fundraising@clegernpta.org
(405) 509-0991

2019-2020 Clegern Staff

(birthdays in parenthesis)

Principal:	Candice Delcamp (3/28)	Fifth Grade:	Bonnie Stradal (5/19)
Counselor:	Kara Peterson (4/26)		Kim Avila (9/12)
Secretary:	Melissa Myers (8/9)		
Media Director:	Suzy Foster (8/20)	Cafeteria:	Vickie Lewis, Manager (7/4)
Art:	Jalene Hawkins (8/9)		Carolyn Taylor
Core Knowledge:	Kathi Jones (7/12)		Joy Harring (12/15)
Cougar Care:	Darryl Humann (1/21)		Amy Salsberry (7/31)
ELL:	Danielle Wagner (12/24)		Sharon Snyder (1/22)
GATE:	Diane Clarke (5/16)		Stacey Parsons,
Lab:	Darlene Wooldridge (2/3)		
Media Assistant:	Jenny Howard (7/20)		
Music:	Janna O'Connor (7/24)	Lunch Monitors:	Tess O'Conner
Nurse:	Joy Riggs (4/16)		Vivian Nguyen
OT:	Barbara Gallucci		
PE/Health:	Doug Isaccs (6/21)	Recess Monitors:	Joseph Lalli
Psychologist:	Amy Waite (10/21)		Abigail Johnson
Speech Pathologist:	Tracy Johnson (12/3)		Janet Johnson (11/17)
Kindergarten:	Laryssa Lalli (11/27)	Custodians:	Kim Butler,
	Liz Maren (3/2)		Head Custodian (7/20)
First Grade:	Bethany Brown (7/12)		Kim Ngo Night Custodian
	Wendi Mayfield (4/1)		Tony Antwine NightCustodian
Second Grade:	Denise Fowler (2/28)		
	Julie Shortt (11/21)		
Third Grade:	Darryl Humann (1/21)		
	Brenda Miller (9/18)		
Fourth Grade:	Ann Goetz (7/6)		
	Sara Bohannon (7/27)		

Ways to Support Clegern

- Join our PTA
- Volunteer on PTA Committees
- Attend General PTA Meetings
- Collect Box Tops
- Donate your gently used children's toy and clothing at our bi-annual consignment drive with The Attic
- Become a member of SignUpGenius
- For online shopping, sign up for Amazon Smile and designate Clegern as your nonprofit
 - smile.amazon.com/ch/73-1491660
- Bring your family to Family Fun Nights (and tell your friends!)
- Sign up to donate/bring food to our food drives, events, etc.
- Sign up to be a Homeroom Parent
- Attend events
- Shop at our Spirit Store and Merry Market

Ways to Stay Connected

- Join our PTA
- Volunteer on PTA Committees
- Attend General PTA Meetings
- Provide current email to Clegern PTA
- Attend events
- Opt in to Edmond Public Schools new texting program
- Download this app:
 - Membership Toolkit
 - This is the schools online directory. When you log into your account you can update your information and decide which parts you would like to share with the school. In addition to an online directory, you also can have access to school calendars. To join, go to clegern.membershiptoolkit.com. If you have any questions, please email secretary@clegernpta.org
- Read the weekly Principal's Newsletter (via email or on clegern.edmondschools.net)
- Like Clegern PTA on Facebook
 - fb.com/clegernpta
- Stay up-to-date with the Clegern Elementary calendar on Clegern's website (clegern.edmondschools.net)

Important Websites

Clegern Elementary School: www.clegern.edmondschools.net

Online PTA Store: www.squareup.com/store/clegern-pta

Scan this QR code, to be taken to the school store:



Frequently Asked Questions

Why should I join the PTA?

Clegern Elementary's PTA is an integral part of the school and as Parent Choice School, we have a high level of parental involvement. Being involved in the PTA benefits your child, as well as the school. Clegern PTA membership advantages include:

- Keeping you connected with Clegern and what is happening.
- Interaction. The Clegern PTA network helps you share your ideas, concerns, and experiences with other parents and teachers, as well as provides a great place for answers to any questions you might have.
- Putting your skills and hobbies to a noble cause.
- Being an advocate. The PTA is an effective way to be a voice for all students, as well as suggest change at school.
- Improvement. By getting involved, you can help us make positive changes. We play an important role by supporting improvements through advocacy and fundraising for curriculum-based programs and social events. Our Oklahoma PTA spends many volunteer hours talking with legislators, compiling reports, and informing PTA members of legislation pertaining to children.
- Being a role model. Your membership demonstrates to your child the importance you place on education.
- Member benefit discounts, thanks to the National PTA's Member Benefits Provider Program (for more information, please visit PTA.org > About PTA > Member Benefits Provider).

What are the objectives and mission of the PTA?

The PTA works:

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

The mission of the PTA is to support and speak on behalf of children and youth in the schools, in the community, and before governmental agencies and other organizations that make decisions affecting children; to assist parents in developing the skills they need to raise and protect their children; and to encourage parent and public involvement in the public schools of this nation.

How much time commitment does the PTA require?

The time commitment for the PTA is entirely up to you and your schedule! We have a lot of fun events and activities held throughout the year. You can help at a one-time event, such as our fall fundraiser, chili bingo, or spring carnival, and/or you can help with any ongoing activities, held throughout the year, such as in the teachers' workroom, helping teachers with special projects, volunteering for ArtSmart, popcorn Fridays, volunteering for landscaping, and taking pictures for the yearbook.

You're welcome to participate in any of our committees (listed on pages 14-17), chair a committee, serve on the Clegern PTA board, volunteer monthly, volunteer once a year, or just help by bringing food for teacher luncheons or by donating baked goods for our teacher and staff appreciation and/or spring carnival. Your participation level is entirely up to you!

How often are PTA meetings?

We have 4 general meetings* throughout the year. They are currently scheduled for September 18 (6:00 pm), November 1 (8:45 am), February 21 (8:45 am), and April 23 (6:00 pm). We try our hardest to schedule the general meetings at varying times, so as to meet the scheduling needs of as many parents as possible. You are not required to attend every meeting.

*Meeting times and dates are subject to change, but we do our best to give immediate notice.

How much are PTA dues?

PTA dues are just \$6 per school year.

What is Core Knowledge?

Core Knowledge is a program that sets Clegern Elementary apart from other Edmond elementary schools, by building an extensive base of knowledge in language arts, history, geography, math, science, and fine arts. It provides a solid, coherent foundation of learning, while allowing flexibility to meet local needs. It is "designed to promote equity in education by building a base of knowledge for all students in the early years of school. The knowledge base is intended to be extensive in scope, rather than intensive in application." (*Uncommon Sense*, by Timm A. Mackley). It accounts for a full fifty percent of our school's curriculum.

Important Dates*

August

Aug 13 Information Day
 Aug 16 First Day of School
 Aug 23 New Family Brunch
 Aug 29 Back to School Night
 Aug 29 Chick Fil A FFN
 Aug 30 CCT

September

Sept 2-3 No School
 Sept 13 Popcorn Day
 Sept 13 CCT
 Sept 16 No School
 Sept 20 Donuts with Dudes
 Sept 24 PTA General Meeting 6:00pm
 Sept 26 Johnnie's Charcoal FFN
 Sept 30 Spirit Week

October

Oct 1-4 Spirit Week
 Oct 3 Walk-a-Thon
 Oct 4 Fall Fundraiser Carnival
 Oct 10 Parent/Teacher Conf 4:30-8:00
 Oct 10 Marco's Pizza FFN
 Oct 11 Popcorn Day
 Oct 11 CCT
 Oct 15 Parent Teacher Conf 4:30-8:00
 Oct 15 Marco's Pizza FFN
 Oct 17-21 Fall Break
 Oct 25 CCT

November

Nov 8 Popcorn Day
 Nov 8 CCT
 Nov 18-22 Technology Week
 Nov 21 PTA General Meeting 8:45am
 Nov 22 CCT
 Nov 25-29 Thanksgiving Break

December

Dec 4-6 Merry Market
 Dec 13 Popcorn Day
 Dec 13 CCT
 Dec 23-Jan 6 Winter Break

January

Jan 7 Return to school
 Jan 10 CCT
 Jan 17 Popcorn Day
 Jan 20 MLK Day No School
 Jan 24 CCT
 Jan 30 Chick Fil A FFN

February

Feb 3 School Counselor Week
 Feb 7 CCT
 Feb 17 Presidents Day No School
 Feb 20 PTA General Meeting (8:45)
 Feb 20 Marco's Pizza FFN
 Feb 21 Brownies, Bingo and Bank
 Feb 21 CCT

March

Mar 6 CCT
 Mar 13 Popcorn Day
 Mar 16-20 Spring Break
 Mar 27 CCT

April

April 10 CCT
 April 17 Spring Carnival
 April 22 Administrative Assistant Day
 April 24 April Day No School
 April 24 Breakaway Indoor Play
 April 28 PTA General Meeting 6:00

May

May 1 Morning with Mom
 May 1 Principal's Day
 May 4-8 Teacher Appreciation
 May 8 CCT
 May 7 Coldstone Creamery FFN
 May 22 Last Day of School
 May 22 5th Grade Video and ClapOut

*Dates Subject to Change

*FFN=Family Fun Night

*Clegern Cougar Times are at 2:30

Clegern PTA & Clegern Elementary School Events & Information

ArtSmart

Parent or guardian volunteers from each class teach a prepared art lesson to their student's grade. This is done once a month and each parent volunteer typically volunteers once in each student's class.

Attic Consignment

We partner with The Attic Consignment twice a year. Clean out your closet and bring your gently used clothing, strollers, furniture, and toys for ages birth to 12 and drop off at school. The Attic gives us back almost half of the proceeds. This year we will have a drive in the Fall and again in the Spring. Dates will be announced through email and Facebook.

Author Visits

Occasionally, our Media Director will have an opportunity to invite an author to visit Clegern! Students have the opportunity to meet the author and have their books signed.

Back to School Night

Soon after the start of school, parents or guardians will have a brief opportunity to meet their student's teacher and listen to their teacher's presentation about the expectations for the year, etc. Parents and guardians will also have an opportunity to sign up for Parent-Teacher conferences. Be sure to line up a sitter, as this evening is for parents only.

Big Event Clean Up Day

Held on a Saturday in the spring, the Big Event Clean Up Day is a day when Clegern and UCO volunteers come together to beautify the Clegern campus. This includes pulling weeds, planting, trimming, mulching, etc.

Birthday Book Club

Clegern Elementary gives families the opportunity to honor their student, by commemorating their birthday with the gift of a book to the Media Center. The Media Director has pre-selected a list of books that cover a wide range of interests and reading abilities. The books are located on the Birthday Book Club Bookshelf, in the Media Center. After Mrs. Foster and your student have selected a book, a bookplate is placed in the book and presented to your student during Cougar Time the month of their birthday. After your child has had a chance to read it, the book is added to the circulating library media collection. Contact the Media Director, for more information, or if you would like to purchase a birthday book. Birthday books are just \$15.

Box Tops

Clegern families collect Box Tops from the packaging on hundreds of products throughout the year. Box Tops for Education offers our school an easy opportunity to earn cash from national businesses. For more information on the Box Tops national program, go to www.boxtops4education.com. Eventually the Box Tops program will become digital-only. Participating brands are starting to change their packaging from a traditional Box Tops clip to the new Box Top label. To get credit for our school, download the Box Tops app and scan your

receipt within 14 days of purchase. Traditional Box Tops clips are being phased out of production, but may continue to be found on many products throughout the store. You can still clip and send them to school. Box Tops may be dropped at anytime in the Box Top box on the bottom shelf of the PTA table. Please trim and put in a labeled ziplock with student name, grade, and teacher.

Chat and Chew

Our media specialist has started a lunchtime reading club for 3rd, 4th, and 5th graders. Contact the media specialist for more information or to sign up.

Brownies, Bingo, and Bank

Brownie Bingo is a free event for all Clegern Families, held at the school. It's a time for our Clegern family to get together, eat brownies, play lots of bingo, win free prizes and MAKE BANK for our Clegern PTA through a game of change wars!

We do rely on the generosity of our families to provide brownies (cookies and other hand held desserts) and drinks. A SignUpGenius will be sent out to the entire school in the weeks prior to the event, in case you would like to help provide treats and drinks. The PTA will sponsor bingo prizes again this year! In years past, we have relied on parents to donate bingo prizes, but this year, the PTA is providing ALL of the bingo prizes. Throughout the week, students will bring change to school and donate to their classroom jar. At the end of the week the totals will be tallied up and the winning class will be announced and receive a prize! We will enjoy our snacks and drinks in the cafeteria and play Bingo in the classrooms, while the numbers are called from the intercom.

Bingo Night Silent Auction

Silent auction sheets are located in the fifth grade hallway and families can bid on items such as a premium parking spot (monthly winners), front row seating for each grade's musical program, lunch with teachers, hallway street signs, special parties with teachers, etc. Come ready to bid! The auction opens at 6:00 pm and closes at 7:30 pm. Payment for all silent auction items are *due at the time of auction closing* (we accept cash, checks, and credit cards).

Class Activities and Events

Each class will have their own events, parties, field trip(s), and music program. Please, make sure you are in contact with the Homeroom Parent, so you receive class communication, and sign-up opportunities via SignUpGenius, etc. You will also receive class information in your student's Thursday folder.

Clegern Calendar (online)

The 2019-2020 Clegern school calendar is posted on the website: www.clegern.edmondschools.net. All Clegern school activities are listed there and will be kept current online. A hard copy of the calendar will not be sent home. Please check the calendar often, for the most up-to-date information!

Clegern Cougar Time (CCT)

CCT is an assembly held every other Friday, in the cafeteria, usually at 2:30 (see school calendar for dates and times). It is an opportunity for the school to recognize students and their hard work, for classes to present various skills, to recognize birthdays, sing fun songs, present visitors, share information, etc. Parents are encouraged to attend! Your student or teacher will usually be able to give you a heads up, if your child is scheduled to present, or be honored, at CCT.

Community Outreach

During the year, the Clegern community participates in various community outreach programs/events. More info to follow.

Cougar Care

Cougar Care is Clegern's before and after school program. For more information, contact the school office.

Dads on Duty

A work in progress, this year the PTA hopes to have some volunteer opportunities in the classroom and around the school just for the men in our life. More details to come.

Donuts with Dudes

A free PTA-sponsored event in September, Donuts with Dudes is an opportunity for dads, grandpas, or any influence in your student's life, to eat donuts, drink some milk, and spend some precious time together on the Clegern blacktop off of 7th Street, before school. It runs from 7:45 am until 8:15 am.

Fall Fundraiser + Spirit Week + Silent Auction

Our biggest school fundraiser is held in the Fall of each year. This year, we are planning a Walk-a-thon and "This is the Greatest School" themed Carnival. There will be music, dancing, bounce houses, glow sticks and popcorn for sale, food trucks, photo props, prizes for students and classes who raise the most money, games, and LOTS of fun! More info to follow.

In the week leading up to the fall fundraiser, we will hold a SPIRIT WEEK to get the students, teachers, and Clegern families excited for our BIG fundraiser on Friday! We have a lot of fun scheduled for this week including a kindness challenge, silly sock day, and wear pajamas or a hat day. More info to follow.

There will also be a silent auction and a raffle at our evening carnival. There will be gift cards from around town, birthday parties, fun activities with our teachers and more.

Fall Workday

Dress in your gardening clothes and get ready to get your hands dirty! Held one Saturday morning in the fall, volunteers trim bushes, rake leaves, turn mulch, weed flower beds...you name it, to help beautify our lovely campus.

Family Fun Nights

Several local restaurants donate part of their earnings to Clegern on specific days throughout the year. Family Fun Nights are the evenings we have scheduled at those restaurants. Our Family Fun Nights also provide another opportunity for our Clegern families to interact with one another. Busy one, or some of, those nights? You can always take your food to go! Just be sure to mention Clegern Elementary, when ordering/paying.

Family Night on Ice

Located at a local ice rink, Family Night on Ice is a 2 to 3-hour block during the evening, when students and their families come together to have some winter fun...ice skating! Ticket price includes skate rental. More info to follow.

Fifth Grade Events

Designated fifth grade parents collect money in the fall, from all of the fifth grade parents, for the entire year's fifth grade activities. The money goes towards special fifth grade tees, spring carnival raffle basket, the promotion day picnic, promotion ceremony, and fifth grade teacher gifts. Money is collected early in the fall, at the fifth grade parents' meeting.

General PTA Meetings

We have General PTA Meetings scheduled in September, October, February, and April. Attending meetings is a great way to hear about what is going on at Clegern, chat with and get to know other parents, and let your voice be heard. Each year, we vote in elected officers and approve the following year's budget during the April meeting. All PTA members are encouraged to attend.

Merry Market

Filled with fun, boutique-quality items for everyone on their wish list, the kids will surely enjoy shopping and giving. Order forms, with prices, will go home in your student's Thursday Folder, with shopping times available. The scheduled shopping time will be according to the class's shopping time slot. Once allowed by the teacher, your student will bring your previously filled-out shopping form, along with payment, to the school store, located in the music room. There, your child will be able to pick up his/her items, pay, and take them home that very day! The shopping experience is complete with a fun gift-wrapping station! More info to follow.

Mornings with Mom

Mornings with Mom is like Donuts with Dudes, except with moms, grandmas, or any special person in your student's life. Held in May, the PTA hosts a free breakfast (pastries, donuts, etc.) to students and their special person from 7:45-8:15 am on the Clegern blacktop off of 7th Street.

Membership Toolkit and Digital Directory

Membership Toolkit is an all school digital directory.

Now you can have access to the total school directory anywhere you are! No having to keep up with a paper copy! You also have the ability to update your information as soon as any changes

need to be made, look up students by grade and print out your own copy on demand. Membership Toolkit is also a resource to find the school calendar. To join, go to Clegern.membershiptoolkit.com and then download the app to your phone!

New Family Brunch

In August, the PTA holds a welcome orientation brunch for parents or guardians of new Clegern students. At this meeting, you will have an opportunity to meet our principal, school counselor, media center specialist, and board members of the PTA. We provide you with information about Clegern and the many ways you can become involved with our school.

Open House

Clegern's Open House is an evening when parents and guardians tour the school and visit their child's classroom. The students enjoy showing their parents and guardians around, where their work is showcased throughout their classroom and school.

Parent-Teacher Conference Dinners

The PTA provides special dinners to the teachers on parent-teacher conference nights.

Thankful for Teachers (Previously Pies for Teachers)

Due to our Thanksgiving break now extending the entire week, we have come up with a way to thank our teachers with non perishable treats! Teachers will take a spin at the wheel and win a surprise provided by Clegern parents. Each teacher will take a turn and each teacher will win a prize. Look for sign-up genius.

Pop Tabs

Throughout the year, Clegern families collect pop tabs for Sister Rosemary Nyirumbe (one of TIME'S 100 Most Influential People in 2014), of St. Monica's Girl's Vocational School in Uganda, where thousands of young women have learned vocational skills. The young women at the school use the pop tabs to sew bags and accessories, which are then sold, with the proceeds helping pay for living expenses and educational costs for the young women seeking help from Sister Rosemary. You can turn in pop tabs anytime to Ms. Willis or collect them and donate all at once during our publicized drive.

Popcorn Days

A few Fridays during the school year, the PTA provides free popcorn to each student. If you are able to donate to help cover the costs of the popcorn, we ask that your child bring a one-time \$2 donation on the first popcorn Friday.

PTA Table, Bulletin Board, and Drop Box

Located in the lobby of our school, our PTA table is a place where you can find handouts, the teacher favorites binder, miscellaneous information, and event information, etc., throughout the school year.

To the right of the table, on the wall, is a PTA drop box. If you ever need to give payment for something PTA-related, please place it in the drop box and let the PTA treasurer know.

Red Ribbon Week

A drug prevention campaign, coordinated by the school counselor.

Quiz Bowl Club

The quiz bowl team is open to any 4th or 5th graders interested in competing in a buzz-in style academic quiz bowl. Teams will practice once a week after school and will compete in two round robin competitions at local schools. This is a no pressure, fun way for students to learn and compete as a team.

schoolSAFEid

Replacing LobbyGuard, schoolSAFEid is Edmond Public School's new cloud-based school visitor and student management software. By scanning the back of their driver's licenses, visitors and volunteers use the kiosk to sign in; parents use it to sign their students in and out. Frequent visitors also have the option of being able to obtain a free Digital ID after the first visit, which is kept on your phone and scanned at the kiosk each visit (instead of bringing in your driver's license, each time). Clegern also uses the digital pass technology to communicate important info throughout the year.

Spirit Sticks

Spirit Sticks are small, embroidered patches for keyrings that students earn, collect, and display on their backpacks. It's a public display of achievement that is durable, doesn't curl, and is washable! We have a custom Clegern spirit sticks, and other fun options, available for just \$1 in the Clegern Spirit Store. More info to follow.

Spirit Stick Fridays

On special Fridays, after CCT, we are offering an opportunity for students to add to their Spirit Stick collection! For just \$1 each, students can purchase a variety of Spirit Sticks—from Harry Potter-themed Sticks to animals, unicorns, sports interests, etc. We will also offer these at lunch occasionally with advance notice.

Spirit Store

Year-round we have an online store, where you are able to purchase Clegern spirit gear and wear, as well as event tickets. To visit the online store, please go to squareup.com/store/clegern-pta.

Spring Carnival + Raffle Baskets

The spring carnival is our big spring fundraising event! We offer TONS of games, including a cake walk, prizes, dinner, and FUN. Families donate baked goodies for the cake walk prizes.

Entry tickets can be purchased in advance online, or at the door. You have the option of purchasing a games-only ticket, games and dinner ticket, or a dinner-only ticket.

Raffle Baskets

At this time, we also raffle off AMAZING baskets. They're always huge, beautiful, and a LOT

of fun to see at the spring carnival! The baskets are a BIG hit with the kids and they really enjoy them! Each class has a theme which you will receive in the Spring from your homeroom parent. Themes include Fun in the Sun, Gift Card Mania, Lego, and a Money Jar. Buy a raffle ticket for \$1 for a chance to win.

Summer Activities

A couple of times during the summer, since we miss our Clegern family so much, the PTA offers activities for Clegern families to get together.

Teacher Appreciation Week + Teacher Birthdays

Teacher Appreciation Week is a special time for us to shower our beloved teachers and staff with love and goodies. The PTA provides a daily treat of some kind and parents provide something off of the teacher's favorites list, or an item that goes along with the daily theme sent by the Homeroom Parents.

Your Homeroom Parent will provide you with a list of your teacher's favorites! You can use these for teachers' birthdays, teacher appreciation week, holiday gifts, "just because," etc.

Teacher Favorites Binder

Your homeroom parent will email out your child's teacher favorites list; however, if you've misplaced the email, or wonder what the favorites are of other teachers and staff, we have provided a "Favorites Binder" in a drawer of the PTA table (located in the lobby) for your convenience.

Thursday Folders

Each Thursday, your student's teacher will place a "Thursday Folder" in their backpack. The folder contains important information, teacher communication, graded papers, possible homework, announcements, forms, etc. The folders offer a convenient, protected, and wrinkle-free way for you to stay in-the-loop.

Wish-mas Time

New this Year: Traditionally after Thanksgiving, a tree was placed in the school lobby with teacher requests for his or her classroom. NEW THIS YEAR we will be asking the teachers to fill out an Amazon Wish List. Ordering an item from your teacher's Amazon Wish List gives teachers what they want and need, and takes the guesswork out of shopping for our teachers!

PTA Committees, Descriptions, & Volunteer Opportunities

****PTA Committee participation is open to *PTA members, only*****

PTA Special Committees (Ad Hoc)

ArtSmart

Who: Open to all PTA members

Description: PTA volunteers administer the Art Smart program, a parent-run art appreciation program. A typical Art Smart presentation consists of two parts: a lecture and hands-on activity. The lessons are already put together and lesson plans are available for check-out, in the library.

Time Commitment: 1 hour, 3-4 times per year (1 lesson is scheduled, per month, grades K-4).

Box Tops

Who: Limited to 1-2 PTA members

Description: Volunteers help collect, prepare, send in Box Tops, and help obtain prize donations for Box Tops competition winners.

Time Commitment: 2-3 times per year.

Brownies, Bingo and Bank

Who: Open to all PTA members

Description: Help send home flyers, set up, serve desserts, assist students with prizes, and help with cleanup.

Time Commitment: The night of the event.

Dads on Duty

Who: Dads who are interested in getting more involved at Clegern

Description: This group is a work in progress, but we are looking to get them men in our lives more involved.

Time Commitment: Will vary depending upon availability and tasks/projects this group comes up with.

Decorating

Who: PTA members

Description: Help update bulletin boards, decorate for various events, set up seasonal decorations at school entrance throughout the year.

Time Commitment: 3-4 times, per year.

Donations

Who: Limited to 1-2 PTA members

Description: Coordinate with each other and contact local and national businesses to collect donations for school events and programs

Time Commitment: Varies.

Donuts with Dudes

Who: Limited to 3-4 women

Description: Help collect donated donuts and pastries from businesses. Help set-up, serve, and clean-up.

Time Commitment: 1 Friday morning, before school, in the fall.

Fall Fundraiser

Who: Open to all PTA members for committee membership; however, all family members are encouraged to participate in the actual event

Description: Our biggest fundraiser. Volunteers help collect donations; decorate, help set up, during, and with clean-up afterwards. Make phone calls, send emails, and mail letters leading up to event. Assist with thank you letters/cards after the event.

Time Commitment: Possibly a few hours each week in the fall, leading up to event. One day/evening on event day.

Family Fun Night:

Who: 1-3 PTA members

Description: Help coordinate activities throughout the year for Clegern Families to participate in, i.e. Chick-fil-la night, mini golf, bowling, etc.

Time Commitment: Varies

Grant Writing

Who: Limited to 4-5 PTA members

Description: Find, research, write, and submit grants.

Time Commitment: Year-long searching for grants; however long it takes to do the above.

Homeroom Parents

Who: Limited to 1-2 PTA volunteers per class

Description: Responsible for making phone calls, sending emails, coordinating class party coordinators, setting up and sending class sign ups, answering parent questions, sending out information for teachers/staff, spreading important information (i.e., class parties, carnival, chili bingo, fall fundraiser, etc.), and general communication with class parents.

Time Commitment: Ongoing, throughout the year, several times each month.

Hospitality

Who: Limited to 5-6 PTA members

Description: Prepare/obtain food for the New Family Brunch; help with set-up, serving, and clean-up; preparing substitute teacher goodie bags and welcoming new family transfers throughout the school year.

Time Commitment: One morning, at the beginning of the school year; around 1 hour per month.

Landscaping

Who: Open to all PTA members

Description: Help weed flower beds, trim bushes, turn mulch, and plant flowers and trees, when necessary.

Time Commitment: 2-3 Saturday mornings, per year.

Library Pals

Who: Open to all PTA members

Description: Help in the media center, with the book fair, and decorating bulletin boards.

Time Commitment: Varies depending upon which jobs are needed.

Mornings with Mom

Who: Limited to 3-4 men

Description: Help collect donated pastries from businesses. Help set-up, serve, and clean-up.

Time Commitment: One Friday morning, before school, in the spring.

PLAC (Parent Legislative Action Committee)

Who: Open to all PTA members

Description: Send emails, write letters, and make phone calls to local and state officials, regarding education; attend, when possible, special hearings on education legislation. Stay up-to-date with events and issues that are happening with the Oklahoma Central PLAC and legislative items that affect Clegern's students and Edmond Public Schools. Attend Capitol Days with PLAC, as able. For more info on Oklahoma Central PLAC, visit <http://www.okcentralplac.com>.

Time Commitment: 2 hours per semester and Capitol Days, as able.

Popcorn

Who: Open to all PTA members

Description: Help set up, pop, bag, and deliver popcorn to classrooms and Clegern staff, and clean-up.

Time Commitment: Around 3 hours, 1 Friday per month, throughout the year, as able.

School Store & Merry Market

Who: Limited to 4-6 PTA members

Description: Help design t-shirts (if needed), research & recommend school store products; set-up, work, and clean-up store/shop days, etc.; fill orders, especially online orders, throughout the year.

Time Commitment: 1 day in the fall, 1 day in December, and 1 day in the spring; possibly, occasionally throughout the year, to fill online orders.

School Supplies

Who: Limited to 1-2 PTA members

Description: Help committee chairs distribute school supply boxes at Information Day.

Time Commitment: 2-3 hours in the spring, 1-2 hours when supplies arrive, and Info Day in August.

Spring Carnival

Who: Open to all PTA members

Description: Help organize, set-up, and work food, games, bounce houses, raffle baskets, etc.

Time Commitment: Dependent upon the task; also, the night of the event, in the spring. Possibly make emails and phone calls, leading up to the event.

Teacher Appreciation

Who: Open to all PTA members

Description: Cook food, etc. and deliver to school. Spoil the teachers!

Time Commitment: Once per month, at least.

T-Shirts

Who: Limited to 2-3 PTA members

Description: Design, coordinate with printer, sell, and deliver Clegern-themed t-shirts.

Time Commitment: Varies.

Teacher Grants

Who: Limited to 3-4 PTA volunteers

Description: Review teacher grants and select grant winners.

Time Commitment: 3-4 hours 1 week, in the spring.

Workroom Pals

Who: Limited to 8-10 PTA volunteers

Description: Help make copies, or do errands, for teachers.

Time Commitment: 1-2 hours per week, during the school day.

Yearbook

Who: Limited to 5-6 PTA volunteers

Description: Take pictures at any Clegern events. Edit and proof photos. Help distribute yearbooks.

Time Commitment: Varies.

Fundraising Chair: Laura Roach

The Attic donations

Box Tops

Donations

Fall Fundraiser

Family Fun Nights

Grant Writing

Spring Carnival

Yearbook

Non-PTA Volunteer Opportunities

****Open to ANY Clegern volunteer (PTA membership is not required) ****

Media Center Volunteer

Who: Open to all volunteers

Description: Assist Media Center Specialist.

Time Commitment: Varies.

Test Monitors

Who: Open to all volunteers

Description: Help monitor state tests for 3rd-5th graders in April.

Time Commitment: 1-2 days, during testing dates.

If you are interested in becoming a member of the Clegern PTA, please contact:

Robin Howell

PTA Secretary

(405)974-0671

secretary@clegernpta.org

If you are a PTA member and interested in joining any one of our fundraising committees, please contact our Fundraising Chair:

Laura Roach, Fundraising Chair

(405) 509-0991

fundraising@clegernpta.org

If you are a PTA member and interested in helping out with our school store or Merry Market, please contact our Treasurer:

Kasey Allen, Treasurer

(580) 763-4255

schoolstore@clegernpta.org

If you have any questions about Clegern, in general, please feel free to contact President@ClegernPTA.org.

We are absolutely thrilled you have joined our Clegern community! Please, feel free to contact us at any time, with anything you might need. Clegern is a strong community, with a great support system!

We are looking forward to a fantastic year!

Sincerely,

The Clegern PTA Board