

BEAR TAVERN PARENT TEACHER ORGANIZATION

Parent Welcome
&
Handbook

2011 – 2012



**BEAR TAVERN PARENT TEACHER ORGANIZATION
PARENT WELCOME & HANDBOOK**

Table of Contents

Letter from Bear Tavern PTO Co-Presidents	
Bear Tavern PTO Information Sheet	3
2011 – 2012 Bear Tavern PTO Executive Board	5
2011 – 2012 Bear Tavern PTO Meeting Schedule	5
Bear Tavern PTO Volunteer Procedures & Guidelines	6
BTPTO Volunteer Opportunities & Committee Descriptions	7
Bear Essentials Giving Campaign Request	11
A Taste of Hopewell Valley Bear Tavern PTO Auction Letter	12
Bear Tavern PTO Directory Yellow Pages Advertisement Form	13
2011 – 2012 BTPTO Proposed Budget	14
Ways to Earn Cash for BTPTO	15
2011 – 2012 Bear Tavern PTO Tentative Event Schedule	16

LETTER FROM THE BEAR TAVERN PTO CO-PRESIDENTS



August 2011

Dear Bear Tavern Parents & Guardians,

On behalf of the PTO, we are excited to welcome all new and returning families to the Bear Tavern Community. We are looking forward to sharing a new year filled with outstanding enrichment programs and fun community-building events.

As a parent/guardian, you are automatically a member of Bear Tavern's PTO. The PTO board members and committee chairs are hardworking parents just like you. We welcome your ideas and hope that you will volunteer your time and expertise on a committee that represents the interest of both you and your child (ren).

Your involvement is vital to ensure that the programs sponsored by the PTO, for our children, are successful. Even if you have a busy schedule, there are many ways to become involved. You can participate as a committee member helping to plan and organize a program, or work for an hour or two as a volunteer at the actual event. You can offer a financial donation to our *Bear Essentials Giving Campaign*, which helps to fund school trips, teacher mini-grants, family fun activities and our amazing student enrichment programs. (See the list of programs we support on the following pages.)

We are excited about the continuation of the ***There's No Community without you*** initiative, introduced by our Principal, Mr. Arcurio, last year. One of our main goals this year, will be to expand this effort, and work to unify all members of our school community through the PTO.

We have put together this handbook to provide information about the BTPTO and ways to be involved. On the following pages, you will find: BTPTO Information Sheet, BTPTO Board List, BTPTO Meetings, BTPTO Procedures and Guidelines, BTPTO Volunteer Opportunities and letters from some of our committees.

We hope you will visit our 2nd Annual Open House scheduled for August 31, 2011 between 12:30 pm-2:00 pm. The Open House will provide you with a chance to learn about volunteer opportunities; meet committee members, teachers, and parents; and learn more about our Bear Tavern Community.

We would also like to encourage you to come to our PTO meetings, which are usually held on the fourth Wednesday of the month. We have scheduled some of the meetings in the evening to make it more accessible for parents that are not available during the day.

Good luck to all of you this year. We look forward to working with you. If you have any questions or would like to share some of your ideas and thoughts with us please feel free to contact either Nancy Barich (nancybarich@me.com) or Donna Costanzo (donna1116@comcast.net).

Sincerely,

Nancy Barich and Donna Costanzo
BTPTO CO-Presidents

BEAR TAVERN PTO INFORMATION SHEET

Many of you may have questions about the PTO and what we do at Bear Tavern. We hope that this list of the most commonly asked questions will help clarify our role.

#1. What is the PTO?

PTO stands for Parent Teacher Organization (We often refer to ourselves at BTPTO – Bear Tavern Parent Teacher Organization.)

#2. What is the main role of the PTO?

Our main role is to provide support to the school both in and out of the classroom.

Our mission is: *To enrich and enhance the social and educational opportunities for our children as well as to foster lines of communication among parents, teachers, administrators, staff and students within Bear Tavern.*

#3. How does the PTO offer support to the school?

The PTO offers support to the school in a variety of ways including:

- **Enhancing Classroom Education:** The BTPTO provides grants to help purchase items within the classrooms to enhance the education of our children. For example, we fund the Beartanical Garden, which is used as an ancillary classroom for many of the classes. We organize and run book fairs to raise funds to purchase books and supplies for the classrooms. Last year, the BTPTO purchased several SMART Boards for use in the classrooms of the specials teachers and regular classrooms.
- **Education Outside of the Classroom:** The BTPTO funds activities for extended learning outside of the classroom including assemblies, and funding for class field trips (transportation and entry fees). We run an annual Saturday Morning Enrichment starting in January, to provide enhanced learning opportunities for our students.
- **Community Building:** The BTPTO sponsors activities for the sole purpose of building community within our school. Some of the activities sponsored by the PTO are Family Movie Night, Picnics, Oktoberfest, Community Awareness Activities, Kids Night Out and Outdoor Beautification.
- **Support:** The PTO organizes volunteers for school events and works to provide support for members of our school community. We recruit volunteers for the library, for classrooms (room parents), babysitting for school events, Beartanical Garden, etc.

#4. How does PTO fund all of these things?

The BTPTO is able to provide these services because of the support of the parents and guardians in our community. Members of our community volunteer their time to organize and volunteer at these programs and they provide fiscal support by contributing to the fund-raising initiatives of the BTPTO.

BEAR TAVERN PTO INFORMATION SHEET continued

#5. How can I give to the PTO?

We have many ways to give to the PTO.

- **Volunteer:** See more details below under question #6.
- **Contribute to the Bear Essential Giving Campaign:** Make a contribution to the campaign and support the activities that the BTPTO provides for your child and the other students.
- **Attend Fund-raising Events:** Join us for BTPTO Fundraisers. Come to the Holiday Book Fair in November, the Scholastic Book Fair in February, or the Auction in March.
- **Support BTPTO Fundraisers:** Throughout the year, we organize fundraisers like wrapping paper sales, the Beartique Apparel and Terra-cycle.

****All of our fundraisers are completely optional, and families can choose to support whichever fundraisers interest them.*

#6. How does the PTO plan the activities that offer support to our school?

These activities are planned through Parent Volunteers like You!

We offer a variety of programs and activities where you can help as a volunteer such as, Assemblies. The Beartanical Garden, Book Fair, Family Night events, International Night, Saturday Enrichment classes, Science Fair and the Silent Auction.

#7. What are the responsibilities of a parent volunteer?

Parent volunteers are vital in making sure that our programs are successful. Your involvement and support is needed. Parent volunteers may choose to chair a committee, or volunteer to be a committee member to help organize and plan an event, or sign up to help out on the night the activity is held. Any amount of time you can offer to help support BTPTO activities would be greatly appreciated.

#8. How do I get involved?

You can sign up using any of the following ways:

- Complete the volunteer form in this handbook and return it to school with your child.
- Sign up at the Bear Tavern Open House on August 31st (12:30-2:00 PM).
- Sign up at Back to School Night on September 20th (6:00-9:00 PM).
- Sign up using the Shutterfly sight.
- Contact a BTPTO board member or committee chair.

IMPORTANT NOTE: Once you have volunteered for a committee, it is the job of the Committee Chairperson to contact you and keep you informed about your committee. However, if you don't hear from someone, please reach out to the committee chairperson or any member of the PTO Board, yourself.

With your help we are looking forward to providing our children with an amazing year filled with fun and learning.

2011 – 2012 BEAR TAVERN PTO EXECUTIVE BOARD

Co-Presidents	Nancy Barich Donna Costanzo	nancybarich@me.com donna1116@comcast.net
Vice Presidents	Tina Ansari (Enrichment) Kim Majkowski (Community building) Liz Vannozi (Communications) Jami Szafranski (Fundraising)	tinaansari@verizon.net kmajkowski@verizon.net evannozi@msn.com jamiszafranski@yahoo.com
Treasurer	Jami Szafranski	jamiszafranski@yahoo.com
Co-Secretaries	Suzann Bowman Kim Robinson	smp1113@aol.com kbrobinson@hotmail.com
Trustees	Chris Butrym Sue Cammarano	chrisdefb@yahoo.com suzycam@aol.com

BEAR TAVERN PTO MEETING SCHEDULE - 2011-2012

All members of the BTPTO (parents & guardians and teachers) are invited to attend the monthly BTPTO meetings. We hope to see you there.

Tuesday, September 27, 2011	7:00 PM
Wednesday, October 26, 2011	9:30 AM
Wednesday, November 30, 2011	7:00 PM
Wednesday, December 14, 2011	9:30 AM
Wednesday, January 25, 2012	7:00 PM
Wednesday, February 29, 2012	9:30 AM
Wednesday, March 28, 2012	7:00 PM
Wednesday, April 25, 2012	9:30 AM
Wednesday, May 30, 2012	7:00 PM

BEAR TAVERN PTO VOLUNTEER PROCEDURES & GUIDELINES

Our parent volunteers play a vital role in what BTPTO offers to our students. In order to ensure the safety and security of our BT community some general guidelines and procedures are listed below:

1. **Always sign-in and out** in the main office. This procedure is for everyone's protection, and enables school officials to locate you in the event of an emergency.
2. **Wear your nametag.** This allows the students and teachers to become familiar with who you are and identifies you as someone having a reason to be on school grounds.
3. **Be dependable and prompt.** If you are running late or unable to fulfill your commitment please contact the committee chairperson or room parent.
4. **Follow school rules.** Volunteers must follow the same rules that the students are asked to follow. Be kind, courteous, and respectful.
5. **Avoid using this time to discuss your child with their teacher.** Please make an appointment with the teacher if there is something personal you need to discuss.
6. **Respect the teacher's time.** Please enter your child's classroom only when you are expected; pop-in visits disrupt our students' learning time.
7. **Confidentiality.** Please keep all student grades/progress/discipline confidential. Keep information about students that you see or with whom you may interact to yourself.
8. **Leave discipline for the teacher.** If you are having a problem with a student, please tell the teacher and let them handle it.
9. **Being reimbursed for purchases.** If you've made a purchase for a BTPTO committee please fill out a BTPTO reimbursement form (these can be found in the main hallway and on the BTPTO website). If you purchased something but don't want to be reimbursed, please fill out a reimbursement form and note that your purchase should be considered a donation. *For budget purposes all expenses need to be documented.*
10. **Correspondence to BTPTO committees/board members.** There is a BTPTO mailbox located in the main office behind the door on the right hand side. Board members and committee chairs are asked to check their boxes on a regular basis.
11. **Flyers and forms.** If you are looking for a flyer or form (district, BT, and/or BTPTO) you are likely to find them in the slots in the main hallway, across from the main office. If you don't find what you are looking for please ask the main office or if it is BTPTO related, ask any BTPTO board member.



BEAR TAVERN PTO VOLUNTEER OPPORTUNITIES

Whether you have one hour to spare or ten, there is a committee that would appreciate your help! Not only is this an opportunity to support your school, but it is also a great way to meet other parents & get to know the school staff. Please complete the information below and return the form to the front office or your child's homeroom teacher.

If you would like to help with any of these events, please indicate your level of availability below. The committee will work to plan and prepare for the event. Each committee will work out the best times for its members to get together or communicate via e-mail. A volunteer agrees to come & work the hours of the event. The set-up team comes 1-2 hours prior to the event. The cleanup team stays 1-2 hours after the event.

Thank you in advance for giving your time to benefit Bear Tavern Elementary School!

Assembly		<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer						
Bear Tavern Silent Auction:											
Auction Website					volunteer						
Sponsorships			**chair needed**		volunteer						
Solicitation			**chair needed**		volunteer						
Vendor Day			**co-chair needed**		volunteer						
Booklet Cover Contest			**chair needed**		volunteer						
Food Tasting			**chair needed**		volunteer						
Invitations:			**chair needed**		volunteer						
Decorations			**chair needed**		volunteer						
Thank Yous			**chair needed**		volunteer						
Ticket Sales			**chair needed**		volunteer						
Teacher Liaison			**chair needed**		volunteer						
Gift Baskets			**chair needed**		volunteer						
PR			**chair needed**		volunteer						
Event Booklet			**chair needed**		volunteer						
Beartanical Gardens			**3rd co-chair needed**	<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Beartique				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Book Fair - Spring(Feb/Mar)				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer	<input type="checkbox"/>	set-up	<input type="checkbox"/>	take-down
Box Tops For Education				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Community Awareness				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Cultural Monthly Displays				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Decorating Committee				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Directory				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Family 411 Network				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Family Events:		9/16/11 - Back to school picnic		<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer	<input type="checkbox"/>	set-up	<input type="checkbox"/>	clean-up
		10/21/11 - Oktoberfest		<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer	<input type="checkbox"/>	set-up	<input type="checkbox"/>	clean-up
		date tba - Family Skate Night		<input type="checkbox"/>		<input type="checkbox"/>	volunteer				
	chair needed	2/24/12 - Book Fair Kick-off		<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer	<input type="checkbox"/>	set-up	<input type="checkbox"/>	clean-up
		date tba - Family Movie Night		<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer	<input type="checkbox"/>	set-up	<input type="checkbox"/>	clean-up
		6/8/12 - End of Year Picnic		<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer	<input type="checkbox"/>	set-up	<input type="checkbox"/>	clean-up
5th Grade Community Awareness				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
5th Grade Farewell Activities				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Holiday Book Fair (Nov)				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer	<input type="checkbox"/>	set-up	<input type="checkbox"/>	take-down
International Night				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Kids Holiday Shoppe			**co-chair needed**	<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer	<input type="checkbox"/>	set-up	<input type="checkbox"/>	clean-up
Kids Night Out				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer	<input type="checkbox"/>	set-up	<input type="checkbox"/>	clean-up
Library Helpers				<input type="checkbox"/>		<input type="checkbox"/>	volunteer				
Outdoor Beautification				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Room Parent	1st choice - _____ (child's name) _____ (teacher)										
	2nd choice - _____ (child's name) _____ (teacher)										
Saturday Enrichment				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Science Fair				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer	<input type="checkbox"/>	set-up	<input type="checkbox"/>	clean-up
Teacher/Staff Appreciation			**co-chair needed**	<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer	<input type="checkbox"/>	set-up	<input type="checkbox"/>	clean-up
TerraCycle			**co-chair needed**	<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				
Volunteer - General				<input type="checkbox"/>		<input type="checkbox"/>	volunteer				
Wrap Paper & Otis Spunkmeyer Fund				<input type="checkbox"/>		<input type="checkbox"/>	volunteer				
Website				<input type="checkbox"/>		<input type="checkbox"/>	volunteer				
Yearbook				<input type="checkbox"/>	committee	<input type="checkbox"/>	volunteer				

Name: _____

Phone #: _____ Email: _____

ASSEMBLIES

Co-Chairs: Terri Block terriblock@aol.com & Sarah Orfe sorfe@musictogether.com
Website: <http://btassembly.shutterfly.com/>

This committee schedules assemblies for all students. Volunteers are involved in planning, organizing and attending the various assemblies held throughout the year. There are several assemblies each year at Bear Tavern, sponsored by the BTPTO.

BEAR TAVERN SILENT AUCTION, MARCH 10, 2012

Co-Chairs: Sue Cammarano suzycam@aol.com, Jill Long jayandjill99@aol.com & Carrie Ellis carolineellis@verizon.net
Website: <http://beartavernschoolauktion.weebly.com>

This year's Silent Auction will raise funds to benefit Bear Tavern Elementary School's technology and educational needs. Please see the list of sub-committees on the attached Volunteer Form.

BEARTANICAL GARDEN

Co-Chairs: Nancy Barich nancybarich@me.com & Chris Butrym chrisdefb@yahoo.com (**3rd co-chair needed**)
Website: <http://btgarden.shutterfly.com/>

This committee supports all aspects of our gardening program to provide outdoor learning opportunities for teachers and students. Volunteers are needed to assist teachers in the garden, establish a garden club and tend to the garden. Peak times for involvement are the late summer, fall and spring.

BEARTIQUE (Bear Tavern spirit wear)

Co-chairs: Donna Costanzo donna1116@comcast.net & Carrie Bernstein cbbernstein@gmail.com
Website: <http://btspiritwear.shutterfly.com>

This committee sells Bear Tavern spirit wear at various functions throughout the year (School Picnic, Carnival, Oktoberfest, etc.). Volunteering on this committee is a great way to help foster a sense of community and school spirit among the students, families and staff, while supporting the BTPTO.

BOOK FAIR (SPRING) – FEBRUARY 27 – MARCH 2, 2012

Co-Chairs: Carmen Carnicero matilde250@verizon.net, Yvonne Nee yvenee@aol.com & Tracey Tagliareni thetag5@verizon.net
Website: <http://btspringbookfair.shutterfly.com>

The Book Fair enables students and parents to purchase new books for recreational reading and for gifts while raising funds to purchase books for the BT library and classrooms. There are a variety of activities involved, from setting up, helping students and parents with their selections, and packing up books once the Fair ends.

BOX TOPS FOR EDUCATION

Co-Chairs: Linda Tartaglia rltartaglia@verizon.net & Kelly Cortina kellycortina@yahoo.com

This committee oversees the collection of General Mills box tops for the BTPTO. Duties include once-a-month collection by grade-level, organizing/clipping coupons, checking expiration dates, and packaging the coupons for shipment in October and March.

This is an excellent opportunity for parents that are not available during the day, but would still like to volunteer their time.

COMMUNITY AWARENESS

Chair: Tammy Hersh tammy.hersh@eisneramper.com

This committee offers students and families the opportunity to give back and help out in the community. Projects and collections held throughout the year vary, depending on need. Volunteers will also help organize and provide support for Bear Tavern families in times of need. This committee works with the Student Council, as well.

CULTURAL MONTHLY DISPLAYS

Co-Chairs: Donna Costanzo donna1116@comcast.net & Teresa Nakra yezad@nakra.com

Volunteers will assist in assembling displays that provide students, staff and visitors with an introduction to the various monthly holidays and celebrations from around the world as well as current world events. The PTO display boards are located in the main hallway.

DECORATING

Chair: Jackie Lamendola jam1007@aol.com

Volunteers organize bulletin boards in the main hallway, including PTO & Shining Star boards. The Shining Star board highlights the many extraordinary things our children do, typically outside of school (Locks of Love, etc.), by posting a picture and information explaining what wonderful activity they took part. The BTPTO board displays upcoming events, meetings and other useful information.

DIRECTORY

Co-Chairs: Terri Block terriblock@aol.com & Yvonne Nee yvenee@aol.com

The PTO Bear Tavern Directory is the source for all communications between the families of the Bear Tavern Elementary School. Each September, volunteers are needed to help organize family information, proofread and compile the yellow pages section.

FAMILY EVENTS

Website: <http://btfamilyevents.shutterfly.com>

Activities are scheduled throughout the year to foster a greater sense of community within Bear Tavern. Staff, students and their families are encouraged to attend these events, which are held in the evening at Bear Tavern, unless otherwise noted. Volunteers are needed for each event, and we are searching for one or two people to chair the Book Fair Kick-Off in February.

BACK TO SCHOOL – FRIDAY, SEPTEMBER 16, 2011

Carrie Matuszewski (chair)

Oktoberfest – FRIDAY, OCTOBER 21, 2011

Susan Galli (chair)

FAMILY SKATE – DURING WINTER BREAK – DATE TBD

Betsy Finnegan (chair)

BOOK FAIR KICK-OFF – FRIDAY, FEBRUARY 24, 2012

(chair needed**)**

FAMILY MOVIE NIGHT – DATE TBD

Jen Murphy (chair)

END OF YEAR PICNIC – FRIDAY, JUNE 8, 2012

Carrie Bernstein (chair)

FAMILY 411 NETWORK

Chair: Theran MacNeil theran@comcast.net

Website: <http://www.hvrsdfamily411.com>

The Family 411 Resource Network (Family 411) is a HVRSD, PTO, district-wide group that assists families experiencing stress due to the developmental, medical, social, behavioral, physical, educational and/or emotional needs of their child(ren). Family 411 creates opportunities for parents to connect to other parents with similar experiences and for our families to have fun.

FIFTH GRADE BT COMMUNITY AWARENESS

Co-Chairs: Susan Galli mrs.susan@camelotschool.net & Colleen Higgins colleen@baberruthleague.org

Website: <http://btfifthgrade.shutterfly.com>

This committee will help organize volunteer opportunities for 5th Grade students. This gives our 5th graders the chance to help support their school, and community while earning funds to offset costs for their farewell activities and celebrations. Two events already planned are:

SEPTEMBER 30, 2011 – Circus Fundraiser – Carnival Games NOVEMBER 18 thru 22, 2011 – Parent/Teacher Conference – Childcare

FIFTH GRADE FAREWELL ACTIVITIES

Co-Chairs: Janet Gray janetgray@hotmail.com, Laura Morreale morrealefam@msn.com & Rachel Fedor fedorrachel@yahoo.com

Website: <http://btfifthgrade.shutterfly.com>

The Fifth Grade Farewell activities are held in the spring months. Fifth grade parents are encouraged to **sign up now** to help with activities such as D.A.R.E. graduation and 5th grade picnic/pool party.

HOLIDAY BOOK FAIR – NOV 18-22, 2011

Co-Chairs: Tina Ansari tinaansari@verizon.net & Karen Brzoska karen.brzoska@bms.com

Website: <http://btholidaybookfair.shutterfly.com>

The Book Fair is held during November Parent-Teacher Conferences. Separate child-care is provided during conference times to afford parents the opportunity to get a jump on holiday shopping. Volunteers are needed to assist in set-up, checkout/restocking of items/books and/or takedown.

INTERNATIONAL NIGHT 2012

Co-Chairs: Chris Butrym chrisdefb@yahoo.com & Donna Costanzo Donna1116@comcast.net

Website: <http://btinternational.shutterfly.com>

For this biannual event, volunteers, organized by country, are needed to help with researching information, setting-up, monitoring and/or taking down the country displays. Up to 5 countries will be showcased, and students will have the opportunity to taste the food, learn about the religion, music, history, customs, etc. of each of the countries.

KIDS' HOLIDAY SHOPPE – NOVEMBER 28 – DECEMBER 2, 2011

Chair: Suzann Bowman smp1113@aol.com (co-chair needed**)**

Website: <http://btholidayshoppe.shutterfly.com>

Sponsored by the PTO, the Holiday Shoppe operates for one week after Thanksgiving break. The shop provides a variety of inexpensive items for students to purchase as gifts for family, friends and teachers. Volunteers are needed to assist in set-up, checkout/restocking of items and/or takedown.

KIDS' NIGHT OUT – DECEMBER 10, 2011

Chair: Susan Galli mrs.susan@camelotschool.net

This committee will organize an evening for our kids. Fun and games run by high school students.

LIBRARY HELPERS

Chair: Jami Szafranski jamiszafranski@yahoo.com

Website: <http://btlibrary.shutterfly.com/>

Volunteers assist Bear Tavern's Librarian for a minimum commitment of ninety minutes on a weekly basis. Responsibilities can include shelving books, checking books in and out, or helping the Librarian with special projects. Volunteers will receive instructions about the library's operation during your scheduled time. Library helpers are a critical component of the ongoing operation of the library and directly interact with students.

OUTDOOR BEAUTIFICATION
Co-Chairs: Deb Nemerofsky dnemo@comcast.net & Amie Rukenstein ameleh8@yahoo.com
Website: <http://btoutdoor.shutterfly.com/>

Be part of beautifying the grounds at Bear Tavern School. Volunteers are needed to help with planting and upkeep of the outdoor school plantings areas. *This is an excellent opportunity for parents that need a flexible volunteer schedule.*

ROOM PARENT
Chair: Liz Vannozi evannozi@msn.com

The Room Parents' responsibilities continue throughout the year and may include: planning and attending class parties, chaperoning class trips, making phone calls, emailing parents, updating online class information, and performing other functions as may be requested by the class teacher or BTPTO, in their capacity as a PTO contact. A maximum of 4 Room Parents per homeroom will be selected. Selection will be based on a variety of criteria (i.e.: new families to the district will be considered first, if you were turned down the year before, if you're a first time volunteer). **YOU CAN ONLY BE A ROOM PARENT FOR ONE CLASS AT A TIME.**

SATURDAY ENRICHMENT – JANUARY 7, 2012 thru FEBRUARY 11, 2012
Co-Chairs: Janet Gray janetgray@hotmail.com Laura Morreale morrealefam@msn.com & Beth Keenan BethKeenan@msn.com
Website: <http://btsaturday.shutterfly.com/>

Would you be interested in teaching a Saturday Enrichment class, this winter and sharing a hobby or skill with students for 6 Saturday mornings? We want your help. Please note that you do not have to be an expert in the field, only willing to share your hobby/skill with others. We hope to have some parents and teachers returning, but are always looking for new and exciting classes to add!

SCIENCE FAIR - FRIDAY, APRIL 13, 2012
Co-Chairs: Donna Costanzo donna1116@comcast.net (**co-chair needed**)
Website: <http://btsciencefair.shutterfly.com/>

The goal of the Bear Tavern Science Fair is to give all students the opportunity to study and critically think about a topic that interests them. Through their projects/inventions, students will discover that science is found in every niche of the universe. Furthermore, students will begin to gain an understanding of the scientific method, sharpen writing skills, and gain confidence in presenting their invention or project. Some of the volunteer activities that are needed are the following: organize, set-up, monitor the hallways during the event, judge the event, help serve food, and clean up.

TEACHER/STAFF APPRECIATION – MAY 7, 2012
Chair: Tina Ansari tinaansari@verizon.net (**co-chair needed**)
Website: <http://btluncheon.shutterfly.com/>

Volunteers are needed to organize, prepare food, set-up and/or takedown our appreciation luncheon for our Bear Tavern staff.

TERRACYCLE – Recycling Program
Chair: Carrie Matuszewski carriecapp@yahoo.com (**co-chair needed**)

This committee collects recyclable juice pouches and cookie/cracker wrappers for TerraCycle as a PTO fundraiser. Volunteers are needed to collect pouches and wrappers and mail them to TerraCycle at regular intervals. *This is an excellent opportunity for parents that need a flexible volunteer schedule.*

VOLUNTEERS NEEDED FOR VARIOUS SCHOOL EVENTS
Chair: Liz Vannozi evannozi@msn.com
Website: <http://btvolunteers.shutterfly.com/>

Volunteers are needed throughout the year for various school events. Some known events are as follows: Project Democracy – helping at the polling sites, April 2011 - Kindergarten Registration – giving tours to new families, etc.

WEBSITE COMMITTEE
Chair: Dessi Kirova Gradinarova@yahoo.com

The Website Committee reviews, maintains, and updates our BTPTO website.

WRAPPING PAPER & OTIS SPUNKMEYER FUNDRAISERS – FALL 2011 & SPRING 2012
Chair: Jami Szafranski jamiszafranski@yahoo.com

The annual wrapping paper sale in October has traditionally been one of our most popular and profitable fundraisers. The new Otis Spunkmeyer Cookie was sale was also well-received. also well received. Volunteers help collect and tabulate orders and assist with the distribution and pick up of orders at the school.

YEARBOOK COMMITTEE
Co-Chairs: Betsy Finnegan betsyfinnegan@verizon.net & Ginger Greenzang ggreenzang@comcast.net
Website: <http://btyearbook.shutterfly.com/>

The YEARBOOK COMMITTEE needs your help to make sure all BT students, teachers, staff and events are represented in our 2011-2012 yearbook. Volunteers are needed to take digital photographs and submit them by Email or CD. Volunteers can take pictures as available or be assigned a specific class to cover throughout the year. We also need assistance compiling biographical information about our teachers and graduating fifth graders. This committee meets several times to select, edit and layout photos using our yearbook software. Please help us capture all of those smiling faces!

BEAR ESSENTIALS GIVING CAMPAIGN REQUEST

August, 2011

Dear Bear Tavern Families,

Welcome back. We hope you are as excited as we are to be back for the 2011-2012 school year. The BTPTO Bear Essentials Giving Campaign is our *annual campaign* that allows families and supporters to enrich our children's experiences at Bear Tavern. Below is a list of some of the things that your generous donation provides to our students this year:

BTPTO will provide \$20 per student for class trips

BTPTO will provide \$20 per student for playground equipment

BTPTO will provide \$10 per student for educational assemblies

BTPTO will provide \$8 per student for the Visiting Author Program

BTPTO will provide \$4 per student for family social events

BTPTO will provide \$4 per student for the 2nd International Night

BTPTO will provide \$4 per student for the Science Fair

BTPTO will provide \$4 per student for Beartanical Garden

BTPTO will provide \$1 per student for Field Day

**Please note these are averages, and depend on the final cost of field trips, assemblies, field day costs, etc.*

Please fill out the bottom of this form and send it back to school with a check made out to the BTPTO. Remember when you give to BTPTO, you are giving to your child and every child at Bear Tavern Elementary School. Every little bit counts!

With Gratitude,

Nancy Barich

Donna Costanzo

Jami Szafranski

Co-President

Co-President

Treasurer

Family Name: _____

Contribution Amount: _____

Do we have your permission to thank you for your generous support in our newsletter?

(No contribution amounts will be disclosed.)

Please circle *yes* or *no*



BTPTO

***A Taste of Hopewell Valley
Bear Tavern PTO Auction
March 10, 2012***

September 2011

Dear Bear Tavern Elementary School Parents and Friends,

Save the date! The BTPTO is thrilled to announce that we will be hosting a silent auction, raffle and food tasting fundraising event on Saturday, March 10, 2012 at the Union Fire House in Titusville, NJ. This event is the most important activity we have for raising funds to support our students' educational experience. Please save the date for a fun filled night not to be missed!

Our goal for the 2012 auction is to offer wonderful and unique items. To make this possible, we need your help! We are asking you to consider donating goods, services or talent to our ***A Taste of Hopewell Valley Auction.***

New ideas are welcome but here are a few suggested donation items:

- Sports or concert tickets/autographed sports items
- Play or museum tickets for a family
- Golf outing
- Professional services – lawn/yard clean up/snow plowing/ hair care/ legal planning etc.
- Share a hobby (photography, crafts, jewelry making)
- Tutoring (in your favorite subject!)
- Private music lesson
- Pet Care
- Basket of goodies/gift certificates
- Donation from your own business (promote and advertise within the Bear Tavern Community!)
- Donations of Food Tastings from Local Restaurants
- Table Sponsorship - \$100 and your name will be featured on the centerpiece of a table.

All proceeds from the auction go toward enhancing the educational experiences of the students at Bear Tavern Elementary School. Please contact Sue Cammarano at 609-737-1050, Carrie Ellis at 609-737-2045 or Jill Long at 609-309-5130.

Thank you,

Sue Cammarano, Carrie Ellis and Jill Long co-chairs
Bear Tavern Auction Team

To enrich and enhance the social and educational opportunities for our children as well as to foster lines of communication among parents, teachers, administrators, staff and students within Bear Tavern.



BEAR TAVERN PTO DIRECTORY YELLOW PAGES ADVERTISEMENT FORM

Advertise in the 2011/2012 Bear Tavern Elementary School YELLOW PAGES

Promote your business while supporting the students of Hopewell Valley!

At the beginning of every school year, the Bear Tavern PTO prints and distributes, **free of charge**, more than 500 Student Directories for our students, their families and school staff. These Directories are kept close at hand and referred to frequently throughout the school-year. Unlike an ad in a regular phone book, this is one you **KNOW will be seen** and appreciated, because parents, teachers and staff know that you are supporting our school.

This year, we are working with Hopewell Elementary and Tollgate Elementary, to bring you savings of up to 20%, and a convenient way to reach 3/4 of the families with school-age children in our area. (See the price chart below.)

We also offer Young Entrepreneur ads for anyone under age 18, to advertise their service such as babysitting, mother's helper, dog walker, lawn care, face painting, etc. Young Entrepreneur ads are the size of a standard business card and are in a special section.

All proceeds from the directory will benefit the Bear Tavern PTO which provides classroom supplies, field trips, events, assemblies and more for Bear Tavern students. By advertising in our yellow pages, you will be promoting your business as well as supporting our school and children.

Thank you for considering this opportunity.



2011/2012 Ad Rates – non profit rates are available

Ad Size	Width	Height	1 School	2 Schools	3 Schools
<input type="checkbox"/> Back Cover	8"	10"	\$800	\$1360	\$1920
<input type="checkbox"/> Inside Back Cover	8"	10"	\$600	\$1020	\$1440
<input type="checkbox"/> Full Page	8"	10"	\$400	\$680	\$960
<input type="checkbox"/> Half Page Horizontal	7.25"	5"	\$200	\$340	\$480
<input type="checkbox"/> Half Page Vertical	7.25"	5"	\$200	\$340	\$480
<input type="checkbox"/> Quarter Page	3.75"	5"	\$100	\$170	\$240
<input type="checkbox"/> Business Card	3.5"	2"	\$40	\$68	\$96
<input type="checkbox"/> Young Entrepreneur	3.5"	2"	\$20	\$34	\$48

Multi-School Discount

Advertise in any 2 schools and save 15% off both ads. Advertise in all 3 – Bear Tavern, Hopewell and Tollgate – and save 20%. (The ads must be the same size.)

COMPANY: _____

CONTACT: _____ PHONE: _____ EMAIL: _____

ADDRESS: _____

Select one: my ad is enclosed or will be emailed or re-run my ad from 2010/2011

Ads and Payment due by Friday, September 16, 2011

Please return (1) this form along with (2) a copy of your ad and (3) payment in full (make checks payable to BTPTO) to PTO/Directory Advertising, Bear Tavern main office, 1162 Bear Tavern Rd., Titusville, NJ 08560, by Friday, September 16, 2011. If your child is a Bear Tavern student, ads can be sent in via backpack.

To ensure good print quality, please submit an electronic version (preferably a .pdf) of your ad via email to BTDirectory@aol.com.

For layout assistance, or if you have any questions, please contact Terri Block at 303-0039 or btirectory@aol.com.

2011- 2012 BEAR TAVERN PTO PROPOSED BUDGET

We will be voting on this budget at the BTPTO meeting on September 27, 2011

	01 Jul 10			01 Jul 11		
	Actual 2011			Forecasted 2012		
	Revenue	Expenses	Net	Income	Expense	Net
Income			Income (Loss)			Income (Loss)
Appeal	10,782.00		10,782.00	10,500.00		10,500.00
Beartique	1,647.00	1,987.00	(340.00)	1,700.00	1,500.00	200.00
Corporate Rewards (Target, Box Tops) (Terracycle, Stop-n-Shop)	1,519.82		1,519.82	1,650.00	150.00	1,500.00
Directory	4,792.80	724.28	4,068.52	5,000.00	1,000.00	4,000.00
Holiday Shoppe	6,378.25	4,982.80	1,395.45	6,500.00	5,300.00	1,200.00
Innisbrook	10,573.20	4,956.06	5,617.14	10,500.00	5,000.00	5,500.00
Interest Income	514.00		514.00	700.00		700.00
Otis Spunkmeyer	6,735.00	3,941.00	2,794.00	6,500.00	4,000.00	2,500.00
Saturday Enrichment	13,670.00	7,421.89	6,248.11	13,000.00	7,000.00	6,000.00
School Store	556.03	433.34	122.69	500.00	400.00	100.00
Yearbook	8,768.40	7,117.48	1,650.92	8,500.00	7,000.00	1,500.00
Item Specific Income						
Auction (Technology upgrade at BT)	-	-	-	3,000.00	3,000.00	-
BookFair (Books for Library)	11,141.92	11,223.90	(81.98)	11,000.00	11,000.00	-
Circus (Circus Week at BT)	2,645.65	2,594.02	51.63	2,600.00	2,600.00	-
Committees Funded by Grants						
Garden (over 2 years)	5,000.00	3,017.05	1,982.95	2,982.00	2,982.00	-
Science Fair (over 3 years)	8,000.00	6,895.77	1,104.23	1,104.23	1,104.23	-
Total Income			37,429.48			33,700.00
Expenses						
Assemblies - Educational		3,890.00	(3,890.00)		4,000.00	(4,000.00)
Assemblies - Visiting Author	378.30	1,401.64	(1,023.34)		2,000.00	(2,000.00)
Bookfair					100.00	(50.00)
Celebration Books		5.00	(5.00)		50.00	(50.00)
Class Trips		8,118.60	(8,118.60)		10,000.00	(10,000.00)
Cultural Diversity Board					100.00	(100.00)
Family Night - Back to School Picnic		105.84	(105.84)		150.00	(150.00)
Book Fair Kick-off		101.50	(101.50)		200.00	(300.00)
End-of-Year Picnic		120.00	(120.00)		200.00	(200.00)
Ice Skating	450.00	500.00	(50.00)			
Movie Night		67.21	(67.21)		200.00	(200.00)
Oktoberfest		225.00	(225.00)		600.00	(600.00)
Fifth Grade Farewell *	967.04	2,662.15	(1,695.11)		2,700.00	(2,700.00)
Garden	272.00		272.00			
Hospitality		471.85	(471.85)		500.00	(450.00)
International Night (Biennial)					1,000.00	(1,000.00)
Licenses and Permits		225.00	(225.00)		250.00	(250.00)
Mini-Grants		14,785.00	(14,785.00)		4,500.00	(4,500.00)
Outdoor Beautification		781.06	(781.06)		1,000.00	(1,150.00)
Professional Fees		1,200.00	(1,200.00)		1,600.00	(1,600.00)
PTO Misc. Office Expense		426.80	(426.80)		800.00	(800.00)
Science Fair		2,371.23	(2,371.23)		1,500.00	(1,500.00)
Scholarship Fund		1,000.00	(1,000.00)		1,000.00	(1,000.00)
Schoolyard Habitat		181.63	(181.63)		200.00	(200.00)
Staff Appreciation Luncheon	745.00	756.53	(11.53)		800.00	(800.00)
Misc. Expenses		55.00	(55.00)		100.00	(100.00)
			(36,638.70)		33,550.00	(33,700.00)
Income			37,429.48			33,700.00
Expense			(36,638.70)			(33,700.00)
Ending Balance			790.78			-
* We currently have approximately \$53,000 in reserve accounts. A sizeable portion of that was raised several years ago at a fundraising auction.						

Ways to earn cash for BTPTO...

Did you know...you can designate Bear Tavern on your **Target Red Card** and 1% of your purchases will come directly back to Bear Tavern PTO?

Enter BT's school ID# **73035** for more information visit www.target.com/tcoe



Did you know... you could earn \$\$ for BTPTO just by shopping at Stop & Shop? **A+ school rewards**... Starting in October and running thru March BTPTO will have the opportunity to earn cash through **Stop&Shop A+ School Rewards Program**. Log on to www.stopandshop.com/aplus and register your Stop&Shop card online.

Be sure to enter Bear Tavern's ID# **08709**.

Terracycle - earn money for BT while keeping packaging out of our landfills.

We are currently collecting the following items:

(PLEASE MAKE SURE ALL PACKAGES ARE EMPTY!)

*****KEEP COLLECTING ALL YEAR*****

- **Elmer's ONLY** Glue Sticks and Bottles
- **Colgate Oral Care**... tubes, brushes, & plastic wrapping
- **Ink Jet Cartridges** ANY BRAND (We get \$.25 per item)
- **Paper Mate, Expo and Sharpie** Writing Instruments ANY BRAND
- **Scotch Tape** ANY BRAND (Disposable Dispensers and **Refill rolls**)
- **Ziploc** ANY BRAND (Cleaned Baggies and Plastic Disposable Containers)
- **Scott Paper Products** ANY BRAND (Outer Plastic Wrappers only!)
- **Aveeno** ANY BRAND Soft Tubes (lotion, sunscreen, baby lotion, etc.)
- **Kraft Cheese** ANY BRAND (Any packaging that is plastic...slices and sticks too!)
- **Bare Naked**... bags and wrappers
- **Frito Lay** ANY BRAND **CHIP BAGS** (All Regular and snack size)
- **Nabisco** ANY BRAND **COOKIE BAGS** (Regular and Snack Size)
- **Energy Bar Wrappers**...ONLY Foil Lined Clif, Luna, Nature Valley, Odwalla Bars
- **Kashi** ONLY (All boxes, inside bags and wrappers)
- **Fruite Pouches** All Brand **10 12 10 10 Tm /TBc 1(w) 2Bc 1(w) 2Bc 1(w) 2Bc**



2011 – 2012 BEAR TAVERN PTO TENTATIVE EVENT SCHEDULE

August 2011

Wednesday August 31st – New Kindergarten Families Orientation (9:00 AM)
Wednesday August 31st – New Families Orientation (11:00 AM)
Wednesday August 31st – Back to School Open House (12:30-2:00 PM)

September 2011

Friday, September 16th – Family Back to School Picnic (6:00 -8:00 PM)
Tuesday, September 20th – Back to School Night & Parents Night Out
Tuesday, September 27th – PTO Meeting (7:00 PM)
Friday, September 30th – Carnival

October 2011

Friday, October 21st – Oktoberfest
Wednesday, October 26th – PTO Meeting (9:30 AM)

November 2011

Friday, November 18th – Tuesday, November 22nd – Holiday Book Fair (afternoons)
Friday, November 18th – Tuesday, November 22nd – Conferences (afternoons) *[Child care available]*
Monday, November 28th – Friday, December 2nd – Kids Holiday Shop
Wednesday, November 30th – PTO Meeting (7:00 PM)

December 2011

Monday, November 28th – Friday, December 2nd – Kids Holiday Shop
Saturday, December 10th – Kid's Night Out (6:30 – 8:30 PM)
Wednesday, December 14th – PTO Meeting (9:30 AM)
During winter break (tbd) - Family Skate (6:30 – 8:00 PM) at M CCP

January 2012

Saturday, January 7th – Saturday Enrichment (9:00 AM – 12:00 PM)
Saturday, January 14th – Saturday Enrichment (9:00 AM – 12:00 PM)
Saturday, January 21st – Saturday Enrichment (9:00 AM – 12:00 PM)
Wednesday, January 25th – PTO Meeting (7:00 PM)
Saturday, January 28th – Saturday Enrichment (9:00 AM – 12:00 PM)

February 2012

Saturday, February 4th – Saturday Enrichment (9:00 AM – 12:00 PM)
Saturday, February 11th – Saturday Enrichment (9:00 AM – 12:00 PM)
Friday, February 24th – Book Fair Kick-Off
Friday, February 24th – Friday, March 2nd – Book Fair

March 2012

Friday, February 24th – Friday, March 2nd – Book Fair
Saturday, March 10th – Silent Auction
Saturday, March 17th – Beartanical Garden Clean-up
Wednesday, March 28th – PTO Meeting (7:00 PM)

April 2012

Friday, April 13th – Science Fair
Wednesday, April 25th – PTO Meeting (9:30 AM)

May 2012

Monday, May 7th – Staff Appreciation Luncheon
Wednesday, May 30th – PTO Meeting (9:30 AM)

June 2012

Thursday, June 7th – Bear Tavern's Parent's Night Out
Friday, June 8th – End of Year Picnic (6:00 – 8:00 PM)
Friday, June 15th – International Night (tentative date)