



HGS PTA STARTER KIT 2018 - 2019

Dear Families, Teachers and Staff,

We would like to welcome you all to this new school year! As your PTA Executive Committee, we are very excited to have this opportunity to work with all of you. We have been hard at work in an effort to create a year filled with educational programs as well as fun-filled family activities for our Hillside Grade School Community.

We welcome and encourage your ideas!! You can show your support by joining the PTA, attending PTA meetings and volunteering to be on a committee. Membership dues and fundraising events help us supply our students with items such as "Friday Folders" and agendas (3rd through 6th grade). These funds also enable us to provide educational, motivational and character-building programming throughout the year.

Your participation and support of the PTA will enrich everyone's experience here at Hillside Grade.

Please use the table below as your guide to this packet. Don't hesitate to contact us if you have any questions or concerns contact us at hillsidegrade@gmail.com.

Looking forward to a great year!

– Your HGS PTA Executive Committee

<i>INSIDE THIS PACKET</i>	<i>DUE DATE</i>	<i>FILLED OUT & SENT IN- CHECK <input checked="" type="checkbox"/></i>
PTA Membership Envelope or register online at: memberhub.com	Send in immediately to start enjoying membership benefits	<input type="checkbox"/>
PTA Volunteer Form (List of PTA events / committees)	ASAP to get involved right away! (Yours to keep 😊)	<input type="checkbox"/>
Class Parent Ballot Form	Immediately, but no later than September 21 st	<input type="checkbox"/>
PTA Bulletin Board	Send with membership envelope	<input type="checkbox"/>
PTA Information Sheet	Yours to Keep	



HGS PTA Membership Information 2018-2019

As the new school year begins, we would like to take this opportunity to invite you to join the Hillside Grade School Parent Teacher Association (HGS PTA). The PTA is an organization designed to bring together the efforts of parents, teachers and support staff to benefit every child in our school community. Your membership dollars will help support outstanding programs and activities for our HGS students. Throughout the school year, our children will be enriched by PTA sponsored school assemblies, fun social events and other programs intended to educate and entertain.

Another important benefit to joining the PTA is being able to chaperone and volunteer at PTA functions. Non-members are not permitted to do so.

HGS PTA Membership Contribution Information

With the support of your participation and membership dues, we will be able to make the wonderful programs planned for this year a reality. If you have any questions or concerns, please contact **Kathryn Canese, Membership Chairperson, at kcanese@yahoo.com or (516) 456-2066.**

Three Easy Ways to Join

1. *Envelope Submission:* Neatly fill out all the information on the attached envelope. You may pay by CASH or CHECK. All checks must be made out to "Hillside Grade School PTA."
2. *Online:* <https://memberhub.com>
3. *In-person:* Back to school night on September 26, 2018. There will be a PTA Table near the HGS lobby.

You will receive your membership card via email or access your membership card via Memberhub under your profile.



Annual PTA Dues:

\$12.00 for the first family member
\$6.00 for each additional family member



HGS PTA Volunteer Sign-up Form 2018 - 2019

Volunteer's Name: _____

Child's Name: _____

Phone Number: _____

Email: _____

Teacher / Grade: _____

Availability: M T W T F

PLEASE NOTE - You **MUST** be a **2018-2019 PTA MEMBER** in order to chair or volunteer for any PTA events or committees. Thank you for joining and supporting HGS PTA!!

Fill out our form below to let us know how you would like to help.

<input type="checkbox"/> 4 TH , 5 TH & 6 TH GRADE DANCE	<input type="checkbox"/> GENERAL VOLUNTEER
<input type="checkbox"/> ADULT NIGHT OUT / PAINT NIGHT	<input type="checkbox"/> HALLOWEEN PARTY
<input type="checkbox"/> ADVOCACY	<input type="checkbox"/> HEALTH & SAFETY REPRESENTATIVE
<input type="checkbox"/> APPLEBEE'S PANCAKE BREAKFAST	<input type="checkbox"/> HOLIDAY BOUTIQUE
<input type="checkbox"/> ART FUNDRAISER (STUDENT ART WORK)	<input type="checkbox"/> MEMBERSHIP
<input type="checkbox"/> ARTS IN EDUCATION	<input type="checkbox"/> NOMINATING COMMITTEE
<input type="checkbox"/> AUDIT COMMITTEE	<input type="checkbox"/> OUTDOOR MOVIE NIGHT
<input type="checkbox"/> AWARDS & INSTALLATION CELEBRATION COMMITTEE	<input type="checkbox"/> PICK A READING PARTNERS (PARP)
<input type="checkbox"/> BLT & DAT REPRESENTATIVE	<input type="checkbox"/> PICTURE DAYS
<input type="checkbox"/> BOOKFAIR	<input type="checkbox"/> PLANT SALES
<input type="checkbox"/> BUDDY DAY	<input type="checkbox"/> SPECIAL EVENTS COMMITTEE
<input type="checkbox"/> CLASS PARENT CHAIRPERSON	<input type="checkbox"/> SPELLING BEE/SPELL-A-THON
<input type="checkbox"/> COSTUME/MASCOT COMMITTEE	<input type="checkbox"/> SPIRIT WEAR
<input type="checkbox"/> DONATION REQUEST COMMITTEE	<input type="checkbox"/> STOP & SHOP A+ REWARDS
<input type="checkbox"/> FALL FUNDRAISER	<input type="checkbox"/> SUPERMARKET FUN NIGHT
<input type="checkbox"/> FAMILY PICNIC	<input type="checkbox"/> TEACHER / STAFF RECOGNITION LUNCHEON
<input type="checkbox"/> FLOWER COMMITTEE	<input type="checkbox"/> WEBSITE MANAGEMENT & PTA E-NEWSLETTER
<input type="checkbox"/> GAME SHOW NIGHT	



Hillside Grade School PTA, along with your child's teacher, would love to have you as a CLASS PARENT this year!

Your child's teacher is excited for a new year and needs your help to make it an extra special one for the students!! We are helping them find volunteers to be their Class Parents. The teachers have a lot of exciting plans for the children and they need your help to make them happen successfully!!

As a Class Parent, you will be the liaison between the teacher, the class and the PTA. You will be responsible for collecting and holding class dues, class basket money and teacher/aide gift donations. You will also make purchases for class projects, crafts, goody bags and/or parties. In addition, you will need to hold on to all of your receipts and submit expense reports twice a year. Please remember that the PTA is here to help you in any way we can throughout the year!!

In order to qualify to be a Class Parent, you must be a 2018-2019 PTA MEMBER. Please fill out your MEMBERSHIP ENVELOPE or ONLINE and JOIN NOW!!

Next step to be considered for Class Parent is to fill out the ballot below and return it to the PTA no later than September 21st.

Class Parents will be notified via email and/or phone. We also

encourage you to attend the Class Parent Breakfast on October 4th at 7:45 am in the HGS cafeteria.

Thank you for your interest in becoming a Class Parent!! If you have any questions, please feel free to **contact Julie Mahes, Class Parent Chairperson, at (718) 755-9018 or email Juliemahes@gmail.com.**

Please return the form below in an envelope marked "CLASS PARENT BALLOT" to your child's teacher no later than September 21st.

THANK YOU FOR YOUR INTEREST, HELP AND SUPPORT!!

YOUR HGS PTA EXECUTIVE COMMITTEE

YOUR NAME

YOUR PHONE NUMBER

YOUR EMAIL ADDRESS

CHILD'S NAME AND GRADE

Please return in an envelope marked "CLASS PARENT BALLOT" to the teacher by Sept. 21st



HGS PTA Summary of Events and Committees 2018 – 2019

<u>Event/Committee</u>	<u>Description</u>
4th, 5th & 6th Grade Dance	<i>Choose theme, buy decorations/snacks, book entertainment and coordinate volunteers for a party/dance held in the HGS Gym.</i>
Adult Night Out/Paint Night	<i>Plan a fun night out for parents, teachers, family and friends.</i>
Advocacy	<i>Keep the PTA members aware of issues affecting our children in school, attend Board of Ed meetings, share info at PTA meetings and/or Interschool PTA meetings and provide resources for parental involvement.</i>
Applebee's Pancake Breakfast	<i>Coordinate event with local Applebee's. Secure parent and teacher/staff volunteers as servers. Offer 50/50 and/or raffle baskets to generate extra funds.</i>
Art Fundraiser- (student artwork)	<i>Choose vendor and communicate with art teacher regarding student project, supplies, and deadlines. Provide order forms, collect payments and distribute finished products to teachers.</i>
Arts in Education	<i>Research, coordinate schedules and book educational and entertaining assemblies for the students to enjoy throughout the year.</i>
Audit Committee	<i>Audit PTA books in accordance with the current bylaws.</i>
Awards and Installation Celebration Committee	<i>At the end of the year, the PTA recognizes teachers, parents and students who have gone above and beyond. The Party planning committee chooses a theme, buys decorations and refreshments, sets up, serves and breaks down the event with the help of parent volunteers. Exec Committee distributes ballots, tallies nominations, and organizes the awards ceremony and installation.</i>
BLT & DAT Representative	<i>Attend approximately eight Building Level Team (BLT) meetings with Mrs. Torreano and the rest of the Team at HGS and approximately three DAT meetings at the District office with Dr. Morrison in the morning before school starts. (Meeting dates and times will be made available as soon as we have them.)</i>
Book Fair	<i>Plan, set up and run a 2-3 day book sale for students, teachers, staff and families. Many volunteers are needed for this event.</i>
Buddy Day	<i>An all-day event in the Fall where the students play games and do various activities, while getting to know their "Buddies" who are assigned to them in the beginning of the school year (by their teachers). The chairperson uses the provided budget to organize the event, by choosing the games, gathering the supplies and purchasing snack/water for the children.</i>
Class Parent Chairperson	<i>Randomly select class parents from a pool of volunteers, communicate with the class parents regarding letters, dues, teacher/aide gift collections, expense reports and any other issues that may arise.</i>
Costume/Mascot Committee	<i>Group of volunteers willing to dress as Sparky the Husky, Santa, and Spring Bunny for various events and classroom visits. Chairperson responsible for securing the volunteers and maintaining the costumes.</i>
Donation Request Committee	<i>Solicit businesses and individuals for donations to be used for various raffle baskets throughout the year. Most of the donations will be used for Supermarket Fun Night, since that is HGS PTA's largest raffle event.</i>
Fall Fundraiser	<i>Secure vendor for catalogue sale(s). Distribute packets, collect order forms and payments, and organize pick up of items.</i>
Family Picnic	<i>An annual, end of year event, where HGS families, teachers and staff gather together for an evening of fun, food and games. Duties may include choosing a theme, booking entertainment, ordering food and coordinating volunteers.</i>
Flower Committee	<i>Responsible for buying & distributing flowers to music teachers and principal after each concert.</i>



HGS PTA Summary of Events and Committees 2018 – 2019

<u>Event/Committee</u>	<u>Description</u>
Game Show Night	<i>New event – details to follow. Will need volunteers</i>
General Volunteer	<i>We will contact you for help when we need volunteers for any events, committees, meetings, etc.</i>
Halloween Party	<i>Annual costume party for grades K-3 inside the school's gymnasium. Chairperson is responsible for decorations, entertainment, refreshments and coordinating volunteers.</i>
Health and Safety Rep	<i>Attend district Health and Safety Committee meetings. Act as a liaison between parents and school regarding health and safety issues.</i>
Holiday Boutique	<i>Work with a vendor to bring in various gift items for the children to purchase for their family and friends. Set up, run sale and break down event with the help of PTA volunteers.</i>
Membership	<i>This person inputs, tracks and updates all PTA Membership information on the NYS portal.</i>
Nominating Committee	<i>Attend Nassau Region Training, if possible. Distribute, collect and tally nominations for executive committee positions. Make phone calls to confirm candidates' acceptances. Present slate at April PTA meeting.</i>
Outdoor Movie Night	<i>Secure rights to show movie on school property, choose an outdoor movie screen vendor, decide on refreshments and sell tickets/reservations.</i>
PARP- (Pick a Reading Partner)	<i>Create a theme-based (2 week) program consisting of reading logs/contracts and activities meant to foster a love of reading. Decorate a bulletin board based on the theme, distribute weekly packets and plan a kick-off assembly and closing awards ceremony.</i>
Picture Days: Fall, Retakes, Spring & Moving Up	<i>Distribute order forms, collect payments, act as liaison between the vendor and the school, and assist on photo days with the help of parent volunteers.</i>
Plant Sales: 1. Fall Mums 2. Winter Holiday 3. Mother's Day	<i>Send out pre-sale order forms for each sale. Organize the set up and distribution on delivery day. The Mother's Day Sale also includes a one-day, in school sale, when the students get to shop. Many volunteers are needed to help the kids pick out their flowers.</i>
Special Events Committee	<i>Create and distribute flyers for School Spirit Week, Teacher Appreciation Week and any other special occasion the committee agrees upon (i.e. Red Ribbon Week, Dr. Seuss' birthday, 100th day of school).</i>
Spelling Bee/Spell-a-thon	<i>PTA has hosted a traditional spelling bee in the past. This year, we are planning to participate in the Scripps National Spelling Bee Program, The Great American SpellCheck. Students study grade-specific word lists and collect pledges from family and friends for every word they spell correctly. Students improve spelling skills while fundraising for PTA.</i>
Spirit Wear/ HGS Merchandise	<i>Choose vendor, pick logo and products and update website coordinator of such. Order stock items as determined by the budget and executive committee. Run pre-sale at least once a year. Distribute items accordingly. Stock items can be sold at Back to School night, PTA meetings as well as other events.</i>
Stop and Shop A+ Rewards	<i>Act as liaison between stop and shop and building principal to re-enroll school each year in program. Collect information from parents/teachers/staff to help with the registration process.</i>
Supermarket Fun Night	<i>A night of BINGO and raffle prizes. Responsible for setting up BINGO games/cards, take reservations, create seating chart, design program and collect baskets/donations from classes and donation committee.</i>
Teacher/Staff Recognition Luncheon	<i>Usually aligns with the Spring Parent-Teacher Conference Day. Choose a caterer for hot food, desserts and beverages. Decorate the cafeteria and serve along with parent volunteers.</i>
Website Management/PTA e-Newsletter	<i>Maintain the HGS PTA website as well as the bimonthly e-newsletter.</i>



HGS PTA EXECUTIVE COMMITTEE 2018-2019

Co-President
Co-President
1st Vice President
2nd Vice President
Treasurer
Recording Secretary
Corresponding Secretary
Honorary Vice President

Tina Odeh
Lily Cho
Tracy Onorato
Kerri Connolly
Michela Conroy
Christine Loyola
Karen D’Urso
Beth Torreano

STAY CONNECTED

PTA MEETINGS 2018-2019



Hillside Grade School
 (HGS Facebook)



Hillside Grade School PTA
 (HGS PTA Facebook)



<https://www.nhp-gcp.org/Page/986>
 (HGS website)



<http://hillsidegrade.my-pta.org>
 (HGS PTA website)



@nhpgcpufsd
 (New Hyde Park Garden City Park Instagram)



@hgs_huskies
 (HGS Instagram)



@teamhillside
 (HGS Twitter)



@btorrea
 (HGS Remindme App)



hillsidegrade@gmail.com
 (HGS PTA Email)



<http://memberhub.com/>
 (HGS PTA Member website)

Tuesday, September 25th
 7:00pm New Members Meeting

Thursday, October 18th

Tuesday, November 13th

Tuesday, December 11th
 Holiday Party (more details to come)

Thursday, January 10th

Tuesday, February 5th

Thursday, March 7th

Thursday, April 4th

Thursday, May 9th

Tuesday, June 4th
 Old/New Chairs

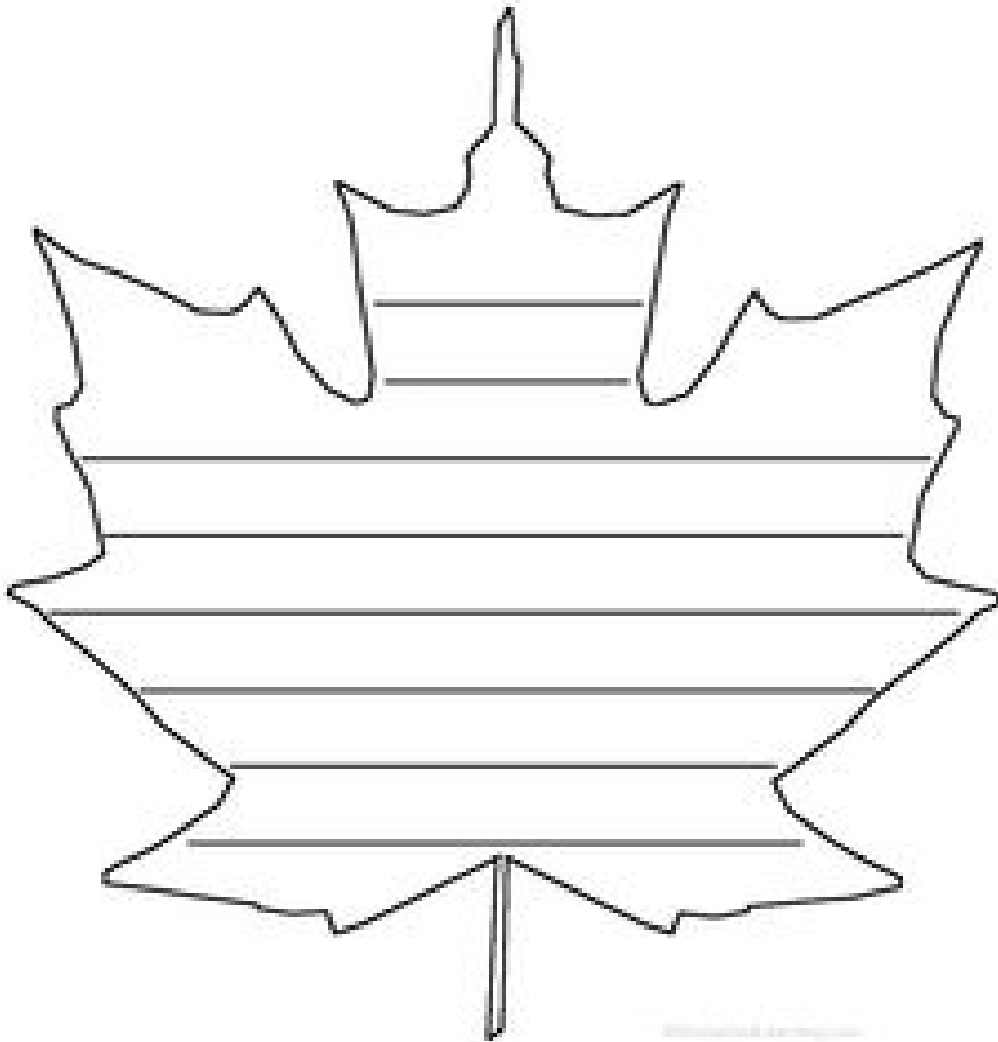
All HGS Parents, Guardians, Teachers and Staff are welcome!! Meetings begin at 7:30 pm unless otherwise noted. Please park your vehicle in the school parking lot and enter through the cafeteria doors.

PTA Fall Bulletin Board

Please decorate this leaf and fill in an example of how to be

RESPONSIBLE or **RESPECTFUL**. Be creative!

Send your finished leaf to school with your PTA membership before September 21st and it will be displayed on the PTA bulletin board!



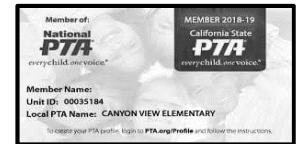
HINTS:

Responsibility: To demonstrate personal accountability and to work to the best of one's ability.

Respect: To show regard for yourself, others, the environment, and property.



HGS PTA ANNUAL MEMBERSHIP DUES
ALL-INCLUSIVE MEMBERSHIP (National, State, and Local PTAs)
PLEASE take care to PRINT all information CLEARLY.



\$12.00 – Member #1 (first & last name): _____ E-mail: _____

\$ 6.00 – Member #2 (first & last name): _____ E-mail: _____

To opt-out of receiving emails and notifications from memberhub.com and hillsidegrade@gmail.com please check this box.

Phone Number 1: _____ Phone Number 2: _____

Child #1 (full name): _____ Teacher: _____ Grade: _____

Child #2 (full name): _____ Teacher: _____ Grade: _____

Child #3 (full name): _____ Teacher: _____ Grade: _____

TOTAL AMOUNT ENCLOSED \$ _____ (Cash or Check payable to Hillside Grade School PTA)

****If you would like to enroll more than 2 family members, please include all of their information on a separate sheet of paper along with payment in this envelope.
Start enjoying the benefits of membership – return to school ASAP!! THANK YOU!!**