

The Official GPTO Handbook

2020-2021 GPTO Officers

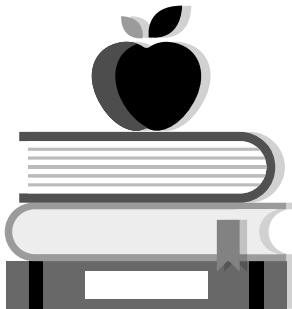
Autumn Jacobs, **President**

Laura Bergen & Tiana Kemp, **Co-Vice Presidents**

Nina Chisnall, **Secretary**

Jenna Wiland, **Treasurer**

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***Involved families do make a difference.
Please consider volunteering.***



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Our Mission Statement

The focus of the Graebner Parent Teacher Organization will be to support our children and their educators by providing a variety of educationally enriching opportunities and fun activities for our children within the school environment.

Graebner Elementary School

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Sterling Heights, MI 48313

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Roller Skating Nights are hosted at The New Rink 3-5 times a school year. Come and skate with your Graebner friends. These venues are closed to the public during Graebner's scheduled time slots.

Sixth Grade Graduation/Celebration is a celebration planned by a committee of 6th grade parents for the 6th graders to enjoy after their graduation ceremony. This event is sponsored in part by the GPTO.

The **Spirit Wear Sale** gives students, parents and staff the opportunity to show their school spirit with the sale of Graebner t-shirts, hoodies, cinch sacs, water bottles, etc.

Staff Appreciation Week is a special week in the spring that gives the GPTO an opportunity to show our wonderful staff members just how much we appreciate them.

The **Staff MiniGrant Program** will provide a limited amount of grants to staff members upon receipt of a written proposal for use in their classroom. The committee will vote on these proposals.

Trunk or Treat is a fun way to trick or treat in the parking lot of Graebner. Each family parks in an assigned spot and opens their trunk to pass out their own candy to the other Trunk or Treaters. A trunk decorating contest is held, cider and donuts are served, and an area for Halloween photos is available as well.

The **Volunteer Appreciation Committee** is a newly formed committee. Appreciation is a vital part of volunteer retention and recruitment. Those who feel noticed and appreciated are more likely to keep at it and spread the word. National Volunteer Week takes place in April. This committee will spread appreciation throughout the year and in April to all our Graebner volunteers.

All events require each child to be supervised by an adult.

Holiday Night is a GPTO sponsored evening of holiday fun for our families. This activity takes place in December. Entertainment, fun, games, crafts and photos with Santa are some of the activities. Holiday Shop is also present for holiday shopping for students and adults.

Holiday Shop takes place for a week in December. It provides students with an opportunity to purchase high quality gifts for family and friends at school in a safe, comfortable and friendly environment. Students learn the importance of saving their money and budgeting. This is also open during Holiday Night for any last-minute shopping with family.

The **Ice Cream Social** is a free event that offers the opportunity for Graebner staff members, students and their families to get together and kick off the new school year with ice cream, information, donations, spiritwear and camaraderie.

Kroger Community Rewards makes fund-raising easy by donating to local organizations based on the shopping you do every day. Once you link your card to an organization, all you have to do is shop at Kroger and swipe your Plus Card! Link your card to Graebner Elementary. This is a year-round school fundraiser (NOT a GPTO fundraiser).

The **Mother/Son Event** is an offsite outing for mothers (or special female figure) and sons to attend together such as bowling or the arcade.

Muffins in the Morning (formerly Muffins with Mom) gives students an opportunity to have breakfast at the school with their grownup. Volunteers serve grownups and their children items such as muffins, coffee, milk and juice.

The **Nomination/Election Committee** organizes the nominations and elections for the next year's board officers during April and May.

The **Playground Committee** focuses to enrich our students' school days by providing various types of balls, jump ropes, playground structures and other equipment to be used at recess time.

Restaurant Nights offer a different restaurant location every other month where you can take a night off from cooking and eat out with other Graebner families. These restaurants kick back a percentage of your bill to our school.

Welcome to Graebner Elementary! The Executive Board Members of the Graebner Parent Teacher Organization would like to extend greetings to all our students, parents, and staff. We are looking forward to another busy and productive school year.

We are fortunate to have a very dedicated group of parents and staff members. There are many opportunities for involvement at our school. We sincerely hope that each family will enjoy the rewarding experience of becoming a part of the Graebner family.

Throughout the year, there are many events that require the support of volunteers. Whether your contribution is a few hours, or long term, it will help us achieve our goal, which is to enrich the lives of our children.

We have compiled this booklet to provide an overview of some of the events that are sponsored by the GPTO. If you have any questions, please feel free to contact any of us in person, by email, Facebook, our website or through the GPTO mailbox in the school office.

Sincerely,

The 2020-2021 GPTO Officers,

- Autumn Jacobs
- Laura Bergen
- Tiana Kemp
- Nina Chisnall
- Jenna Wiland

The GPTO from A to Z

Activity Nights are different social activities where you can bring your family or child to activities at the school or at an offsite location. Past events included Chuck E Cheese night, Paint Night and Slime Night.

AmazonSmile (smile.amazon.com) is a website operated by Amazon with the same products, prices, and shopping features as Amazon.com. The difference is that when you shop on AmazonSmile, the AmazonSmile Foundation will donate 0.5% of the purchase price of eligible products to the charitable organization of your choice. Setup your Amazon account to select Graebner Parent Teacher Organization as your organization.

The **Beautification Committee** organizes the season planting, decor and maintenance of flower boxes and beds around the school grounds.

Box Tops for Education is a General Mills sponsored program. The new and improved Box Tops mobile app uses state-of-the-art technology to scan your store receipt, find participating products and instantly add Box Tops to your school's earnings online. "Box Tops for Education" coupons are found on many popular household items, cereals and snack food packages. Graebner redeems these coupons for educational materials and equipment. There is a collection container in each classroom for any remaining clipped coupons. This is a year-round school fundraiser (NOT a GPTO fundraiser).

The **Budget Committee** volunteers are needed to assist the Executive Board Members with preparing the following year's budget. The current budget is reviewed each spring and a proposed budget for the following school year is drafted. Those who chaired committees are especially invited to volunteer as they know the costs they experienced during the year. The proposed budget is then presented to and voted upon by the GPTO general membership.

The **By-Law Committee** meets every third year to review the current by-laws. Their purpose is to suggest changes and review guidelines for the various committees. The next review will be due during the 2022-23 school year.

Childcare is provided to all attendees for GPTO monthly meetings free of charge. Responsible supervision is provided for the children.

Classroom Representatives are people who volunteer to serve as liaisons between the GPTO, teachers, and the parents in each classroom. A classroom representative may be asked to help with various activities during the year.

Class Supply Collection is always ongoing. Our teachers are always in need of extra supplies to keep the classroom going. Please consider donating items such as glue bottles, colored pencils, rules, scissors, crayons and pencil top erasers. Send them in with your child marked "GPTO". Or bring them to a GPTO membership meeting. We will keep them in our closet and distribute as teachers request them.

The **Community Relations Committee** ensures that all new families to Graebner Elementary are welcomed and informed of our goals and activities. The committee members will also spread goodwill to our current families by whatever means are appropriate.

The **Daddy Daughter Dance** is an offsite semi-formal dance that gives fathers (or special male figure) and their daughters a special night out together. Dinner and beverages are served, and photo opportunities are available to all attendees.

Donuts with Grownups (formerly Donuts with Dad) provides an opportunity for children to have breakfast at school with their special grownup. Volunteers serve grownups and their children items such as donuts, coffee, milk and juice.

End of the Year Celebration is one of the biggest and best activities of the school year. Many volunteers are needed to make this event a success. This event usually takes place at the beginning of June/late May and includes games, prizes, food, a DJ/music, basket raffles, an arts and crafts tent, etc.

Fundraisers vary throughout the school year. The GPTO will usually sponsor a fall and spring fundraising. Past events included the Graebner Fun Run, Scrip gift card sales, pie sales and catalog sales.

A **Green School** achieves environmental goals which include protecting the air, land, water and animals of our state along with world outreach through good ecological practices and the teaching of educational stewardship of students.