



3301 Allenwood-Lakewood Road, Allenwood, NJ 08720 • www.awptg.org • info@awptg.org

September 6, 2017

Dear Allenwood Families,

Welcome to the 2017-2018 School Year!

For some of you this is a welcome back and for others it is the beginning of your child's elementary school years. I would like to take the opportunity to encourage you to get involved with the Allenwood Parent-Teacher Group, more commonly known as the PTG. For those of you who are unfamiliar with us, we are a volunteer organization made up of parent, teachers, administrators, and support staff who are all dedicated to the successful education of our children. The Allenwood PTG works together with the parents & teachers to sponsor many programs, school trips, assemblies, other activities, and improvements that help make the school year both enjoyable and exciting for students, teachers, and parents.

To continue to provide these services, we encourage you to not only join our organization, but get involved as well! You can become a member of the PTG, join a committee, assist with fundraising, or simply attend our regular PTG meetings. Our group meets approximately once a month to discuss events, plan fundraisers, and share ideas. This is a wonderful way to find out what is happening at our school from the PTG's perspective.

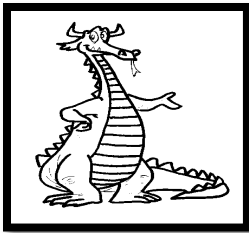
Please complete the attached membership application with also includes the volunteer sign-up sheet with descriptions of the volunteer and fundraising opportunities. Your PTG membership includes delivery of the student e-directory, a primary resource used by students and parents to contact each other, and Dragon News emails regarding upcoming events, reminders and other PTG information. Please complete the application with membership dues of **\$15.00** (per family) and volunteer sign-up sheet and submit to the Main Office by **9/15/2017**.

We welcome your ideas, time, energy, and financial support to make this a great year! Welcome to the Allenwood family and we look forward to getting to know you!

Your PTG President and Vice President for the 2017-2018 School Year,

Kristin Coman, President & mom of 1 at Allenwood Elementary kcoman@awptg.org

Megan McCay, Vice President & mom of 2 at Allenwood Elementary mmccay@awptg.org



2017-2018 Allenwood Family Information Form

PTG Membership/Dues, e-Directory, Dragon News & Volunteer Form

PLEASE FILL OUT & RETURN ONE FORM PER FAMILY BY 9/15/17

Family Last Name: _____

Parent/Guardian #1 Name: _____ Parent/Guardian #2 Name: _____

Home Address: _____

P.O. Box: _____ Town: _____ Zip Code: _____

Home Telephone #: _____ Main Cell #: _____

Parent 1 Email Address: _____

Parent 2 Email Address: _____

Children Attending Allenwood School:

Student 1: _____ Teacher: _____ Grade: _____ (Indicate below as S1)

Student 2: _____ Teacher: _____ Grade: _____ (Indicate below as S2)

Student 3: _____ Teacher: _____ Grade: _____ (Indicate below as S3)

Student 4: _____ Teacher: _____ Grade: _____ (Indicate below as S4)

Parent Signature: _____

_____ *DO NOT* INCLUDE OUR FAMILY IN THE DIRECTORY (ALL PAID MEMBERS RECIEVE AN e-Directory)

_____ OUR FAMILY PTG DUES ARE ATTACHED (CHECK PAYABLE TO: ALLENWOOD PTG FOR \$15.00 BY 9/15/17)

_____ PLEASE INCLUDE MY EMAIL IN THE DRAGON NEWS DISTRIBUTION LIST

PTG Membership & Dues: The Allenwood School PTG works together with parents & teachers to sponsor many of the programs, school trips and other activities that help enrich our children’s lives. To continue to provide these services, we are asking that each *family* contribute **\$15.00** for membership dues.

Checks Payable to: Allenwood School PTG (**dues are \$15.00 PER FAMILY**)

e-Directory: Your PTG Membership includes access to the student e-directory. This is the primary resource used by students & parents to contact each other. The directory includes Allenwood families’ name, phone number, address & e-mail provided below. You can be a PTG Member and opt out of the directory if you wish, check the box above on the form to keep the provided information private.

Dragon News: This service allows you to receive emails regarding this school year’s upcoming events and other PTG information. E-mail is an easy way to receive PTG information.

Please refer to the volunteer descriptions of each of the options below. If you would like to volunteer please make note below and a Committee member or Executive Board member will reach out to you via email.

Family Last Name: _____

Activity / Event	General Volunteer Indicate with an X.		Student Class: Specific classes only Example: S1, S2, S3, S4	Activity / Event	General Volunteer Indicate with an X.		Student Class: Specific classes only Example: S1, S2, S3, S4
	Parent #1	Parent #2			Parent #1	Parent #2	
After School Enrichment				Holiday Shop			
Art Appreciation				May Fair			
Art Show				Mystery Guest Organizer			
Bake Sales				Mystery Guest Presenter			
Book Fair (Fall/Spring)				On-Call Volunteer			
Box Tops				Parent/Adult Fundraisers			
BYOP/Bring Your Own Pumpkin Event				Science Fair			
Class Parent Organizer				Square1 Art			
Class Party/Trip				Sunshine Committee			
Dining Out Organizer				Teacher Appreciation			
Dragon's Den Store				TerraCycle/Go Green			
Family Fun Events				Theatre Club			
Field Day Helper				Yearbook Photographer			
Fifth Grade Farewell							
Geography Bee							

Special Notations/Comments:

Are you a tradesman, or craftsman? Do you have access to unique equipment? If you have a business, trade, or special talent that you'd be willing to share to help the PTG with fundraisers, programs, or projects, please let us know!

Questions while filling out the forms? Contact us! info@awptg.com



Allenwood PTG Committee descriptions to review while filling out your form:

Available 2017-2018 Chairperson or Co-Chair Opportunities are noted.

After School Enrichment: Volunteers needed help supervise after school activities such as Yoga, Hip Hop, Mad Science as directed by the Chairperson. **Chairperson Position Available.**

Art Appreciation: (4-5 volunteers per class needed) Volunteers will work together to present six different artists (4 for kindergarten) throughout the year, typically one per month beginning in October. Project information and materials are supplied.

Art Show: (several volunteers needed) Volunteers are needed later in the school day to help set up tables, organize the displays and monitor the students as they walk through the cafeteria to view the exhibits.

Bake Sale: Volunteers to provide an assortment of packaged baked goods to be sold at after school functions (Back to School night, Science Fair, Book Fair, etc.)

Book Fair: (many volunteers needed) Volunteers can commit as little as 20 minutes when your child comes to visit the book fair on either preview day or purchase day. By indicating your child's teacher, the committee can work to coordinate your volunteer time with your child's book fair visit. Two fairs held (Fall/Spring). **Co-Chairperson Position Available.**

Box Tops: Volunteers help count and redeem General Mills Box Tops that are collected during the school year.

B.Y.O.P. Event: (aka Bring Your Own Pumpkin) Volunteers will be needed to set up, decorate, work check in, chaperone & clean up. Event held in October. **Chairperson & Co-Chair Position Available.**

Class Parent Organizer: (one per class) This job requires frequent contact with the teacher to organize the parties taking place over the year. Act as a liaison between teachers and parents. Note: Organizers for 5th grade will help in planning the 5th grade Farewell Picnic.

Class Party/Trip: Volunteers needed to plan and attend 1 of 3 parties Halloween, Winter Holiday, End of Year and chaperone Class Trips (note: parents are often not needed on class trips). In addition to the previous mentioned, Kindergarten will have a Thanksgiving & Spring Holiday Party.

Clothing Drive: Volunteers needed to coordinate collection and delivery (if necessary) of donations as directed by the Chairperson.

Dining Out: Volunteers needed to coordinate restaurants, create flyers, advertise the event. This fundraiser gives parents a night off from cooking and donates money back to Allenwood without any extra cost. Typically, the event is held during weekday nights. Each time a customer makes a purchase at the restaurant, the restaurant donates a certain percentage of proceeds back to the Allenwood. Percentages will vary depending on the restaurant. **Chairperson Position Available.**

Directory: Responsible for collecting and organizing the student/family information gathered in membership in format acceptable for the distribution to PTG members.

Dragon's Den School Store: Volunteers will be asked to help at the Dragon's Den School Store. The store is open 2 days for each sale, 3 times per school year during lunch hours of 11 am-1:10 pm. Volunteers would be needed to help set up, price items, help the children with purchases and break down.

Family Fun Events: Volunteers needed to plan events such as ice skating, ice cream social, etc. **Co-Chairperson Position Available.**

Field Day: (several volunteers needed) Volunteers are needed to help distribute refreshments during Field Days in May.

Fifth Grade Farewell: Volunteers are needed to help sort, stuff & deliver all "Fifth Grade Farewell" cards to our 5th graders who will soon be leaving Allenwood School. You will be contacted in the Spring by 5th grade Chairperson. In addition, volunteers will be needed to help organize and run the 5th grade end of year/farewell party.

Food Drive: Volunteers needed to coordinate collection and delivery of non-perishable items for local food banks.

Geography Bee: Volunteers needed to plan the contest, including study packet, questions, awards etc. Held in Spring. **Chairperson Position Available.**

Holiday Shoppe: Volunteers are needed to schedule volunteers, price items, set up & assist students with purchases. Parents are welcome to help during their own child's shopping time. Held late November/December. **Chairperson & Co-Chair Position Available.**

KidStuff Coupon Book Fundraiser: Help collect order forms and distribute product as directed by the Chairperson.

May Fair: (many volunteers needed) Come help with the ticket sales, set up, break down, staffing a game, food court, raffle baskets, etc. You'll be contacted in the spring by committee member. **Chairperson Position Available.**

Membership: Responsible for conducting the membership drive and collecting membership dues; responsible for enrolling new members during the school year.

Mixed Bag Designs Fundraiser: Help collect order forms and distribute product upon arrival as directed by the Chairperson.

Mystery Guest Grades K-3 program: (many volunteers per class; one organizer per class) This program provides you the opportunity to surprise your child and his/her class as a guest reader who reads a book or two of your choice. Typically, 15-20 minutes.

Mystery Guest Grades 4-5 program: (many volunteers per class; one organizer per class) This program provides you the opportunity to come into the classroom and present a topic of your choice to your child's class. Typically, 15 – 20 minutes. Suggestions/examples can be provided.

Mystery Guest Organizer: Works with the teachers and volunteers to run the special guest program and runs the Mystery Guest organizer meeting.

On-Call Volunteer: If you are not sure right now how you can help but would like to be involved in the future, your name can go on our "On-Call" volunteer list. If we are shorthanded for an activity or event, we will contact you.

Parent/Adults Only Fundraisers: Several positions available for volunteers to work as part of a team to plan exciting parent/adult only events to be held off site (not on school grounds). Tasks include planning the events, theme, location, solicitation of donations, etc. Current themes: Dragonfest (Fall) and A Night at the Races (Spring). **Chairperson Position Available.**

Playground: Responsible for keeping records of the status of the school playground, researching possible improvements and report to Executive Board. **Chairperson Position Available.**

Pretzel Sales: Help collect order forms and distribute soft pretzels on select half days.

Programs: Plans and coordinates the special assemblies the students see at school. The Principal and Executive Board must approve programs.

Publicity: Responsible for acting as liaison between PTG, Principal, staff and local newspapers, The Coast Star and Asbury Park Press for press releases and pictures and posting on office bulletin board.

Scholarship Committee: Volunteers select recipients of two scholarships by reading essays.

School Decorations: Responsible for the decorating of the office, bus and private transportation entrances and other parts of the school when necessary for various events, holidays, and seasons.

Science Fair: (several volunteers needed) Volunteers are needed during the school day to help take pictures of the participants, set up tables and balloons, organize the displays and monitor the students as they walk through the gym to view the exhibits. Science Fair is for 4th & 5th grade classes ONLY.

Sunshine Committee: The committee also acknowledges milestones in the lives of students, staff, and their immediate families on behalf of the students, staff and Allenwood families. Creation, distribution of "Favorite Things" to Allenwood staff, primarily the teachers. Upon receipt of the completed forms, make copies and then distribute the lists to the CPO of the teacher which will aid them in their duties. Purchase and present small tokens of appreciation to be presented during events as determined by the Executive Board. **Chairperson Position Available.**

Square 1 Art Fundraiser: Volunteers will be needed for helping students create projects to be completed by deadline as determined by the committee and be available during the school day to deliver items purchased to each classroom before holiday break. Creation of project usually in October for December delivery.

Teacher Appreciation: (several volunteers needed) Volunteers will be needed during Teacher Appreciation week to provide homemade or store-bought items to the Allenwood School staff for breakfast, lunch, or special treat. In addition, a few volunteers will be needed to help set-up, serve, and clean-up on the day of the celebration. This celebration takes place in either April or May.

TerraCycle/Go Green: (several volunteers needed) Volunteers are needed to assist students with recycling in the cafeteria anywhere from 1-4 times a month throughout the school year. The school lunches are served from 11:10 until 1:10. This is a wonderful opportunity to teach the students about recycling, reduce waste in Allenwood School, and see your child during the school day! Items are collected in the cafeteria as well as from all Allenwood families. These efforts help the PTG earn cash for our school.

Theatre Club: (several volunteers needed) PTG presents the annual play. Volunteers are needed to help at after school rehearsals with chaperoning and sign out. Volunteers are needed to assist at the performances in tickets, cast photo pick up, concession stand, ushering, backstage, and classroom chaperones. Volunteers may be needed to assist with costumes, props, lighting, sound and in other production areas. BONUS: All volunteers will get priority seating!! High School volunteers are welcome and will receive community service hours. You will be contacted by a committee member in January. Annual play is for 4th & 5th grade classes ONLY. **Chairperson Position Available.**

Yearbook Photographer: (one volunteer per class) This position requires you to take candid pictures of the students in your class throughout the year.